

Eat Greater Des Moines

Job Description – Operations Coordinator

Title: Operations Coordinator

FLSA Status: Full-time, Exempt

Reports To: Executive Director

Salary: (\$32,500 - \$35,500 depending on experience)

Eat Greater Des Moines is a central Iowa-based non-profit organization that facilitates and builds connections to strengthen the area's food system. Our mission is to unite the community by providing quality food access for all. We build community through food. By bringing people to the table, we empower partners in our community to connect, support one another, and move ideas into action through information sharing, building relationships, and providing education on the most urgent issues related to food in our community.

BASIC FUNCTION:

The Operations Coordinator assumes responsibility for managing the day to day details for Eat Greater Des Moines' food recovery program, including the ChowBank food rescue app. This includes building and maintaining trusting relationships with food rescue recipient partner organizations, donor organizations, and program partners.

REQUIRED QUALIFICATIONS:

- A bachelor's degree in social service-related field, or equivalent combination of education and experience
- Self-motivated, driven individual able to manage multiple relationships and projects with competing demands
- Ability to work cooperatively with different types of personalities and diverse populations
- Strong written and oral communication skills, including the ability to make presentations to diverse small and large groups and development of communication materials
- Valid Driver license and ability to travel regularly by car.
- Commitment to achieving Eat Greater Des Moines' goals and mission.

DUTIES & RESPONSIBILITIES:

Food Rescue Operations –

- Ability to speak publicly, train, and engage small to large groups of donors on program guidelines, new initiatives
- Conduct food safety training for partners and ensure food safety compliance with regular audits and feedback among all parties within the program
- Maintain regular contact and develop ongoing relationships with recipient, donor and community partners
- Quickly and constructively address store compliance issues and enforce quality assurance
- Research, prospect, and cultivate new potential donor and recipient partners
- Develop and implement marketing and communication to promote the program
- Support fundraising necessary to fund the position and program

Reporting & Record Keeping –

- Utilize donor database and other computerized tracking systems on a regular basis to ensure accurate data and route management
- Ensures that data from recipient partners is collected on a regular basis
- Generate statistical reports to analyze food donation trends, communicate poundage goals to donors, and evaluate transportation and partner agency capacity

Planning & Evaluation –

- Assists with developing long- and short-range goals and objectives for program, and specific plans for volunteer recruitment
- Conducts public relations and recruitment strategies and activities
- Evaluates program accomplishments, problems, and needs

Committees –

- Lead Eat Greater Des Moines Program committee meetings
- Oversees implementation of all committee directives, policies, and procedures related to programming, and communicates these with relevant staff
- Participates in relevant community committees that will advance the goals and objectives of Eat Greater Des Moines food recovery program

Community Collaboration –

- Works with colleagues and with other public, private and non-profit partners to review program-related procedures, develops cooperative relationships, and resolves systemic challenges
- Identifies and keeps informed about available resources and opportunities pertinent to Eat Greater Des Moines' mission and goals
- Maintains a flexible schedule for early mornings, evenings, and weekends as necessary for trainings, events, and position needs

Other duties as assigned

Please mail or email a resume and a cover letter describing your qualifications, interest in the position, in confidence to:

Eat Greater Des Moines
Attn: Executive Director
501 SW 7th Street, Suite G2
Email: aalvarez@eatgreaterdesmoines.org

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