



## Job Description

<b>Job Title:</b>	<b>Director of Health and Nutrition</b>
<b>Classification:</b>	Full-Time, Exempt, Hybrid
<b>Department:</b>	Health and Nutrition
<b>Reports to:</b>	CEO
<b>Location:</b>	Meridian, ID
<b>How to Apply:</b>	<a href="https://idahofoodbank.org/about/employment/">https://idahofoodbank.org/about/employment/</a>

### Job Summary:

Focuses on ending hunger for neighbors and communities by providing resources and education. Responsible for the design, implementation, and oversight of health partnerships with an emphasis on addressing the social determinants of health and leading the nutrition programs of The Idaho Foodbank. Leads and supervises nutrition framework to categorize food items and provide insight for program menus and the nutrition education team and tools. This position has a statewide scope of responsibility for team members as well as a diverse set of volunteers. Serves as a key leadership member of The Foodbank providing insight and guidance for the long-term aim of creating a hunger free Idaho.

### Principle Duties and Responsibilities:

- Mobilize communities to address hunger in Idaho by providing resources and connections to strengthen individuals and families.
- Assist communities in better understanding the need for equitable services in their communities, and how programs of The Idaho Foodbank are related to solutions to hunger.
- Act as a community connector and recognized subject matter expert to unite the network and advocate for solutions to solve hunger in Idaho.
- Provide education to partners and stakeholders to mobilize their support for “food first” solutions to improve community health and build resiliency.
- Provide guidance and management to the Nutrition Services team with the Nutrition Services Manager as a direct report.
- Coordinate with internal departments to align or develop service programs for community needs.
- Initiate and facilitate community needs assessments as needed.
- Support the incorporation of lived/living expertise to drive neighbor-centered practices.
- Lead with commitment to Diversity, Equity, and Inclusion in the workplace and Idaho Foodbank services.

### Foodbank Representation

- Build framework of strategy and values for community partnerships to deliver holistic approach to alleviating hunger and improving community health (multi-faceted challenge: healthcare, homelessness, hunger, etc.). Role includes acting as a convener, collaborator, and/or leader.
- Represent The Foodbank on various external committees related to Community Health and community assessments.
- Conduct public outreach by providing tours, making presentations and other forms of representation to members of the community within The Foodbank service area.
- Be the voice for The Foodbank’s Hunger to Health Strategy.

### Healthy Community Collaboration

- Maintain knowledge of national work being done in community health and nutrition education and educate The Foodbank team. Engage with relevant Feeding America national efforts.
- Initiate, coordinate and participate in discussions to increase collaborative work with organizations regarding service for low-income clients.
- Activate combined or coordinated services, aligning internal resources with community needs.
- Provide insight into and maintain positive working relationships with all funding sources.
- Monitor to ensure all services operate at the highest possible standard of service.

**Knowledge, Skills and Abilities Required:**

- College Degree in Social Services, nutrition, or public health required (Masters preferred).
- Four years minimum of experience in leading teams and managing complex projects; excellent management and organizational skills.
- Proficient in project management including coordination across functions.
- Proven competencies in Microsoft Office Products.
- Ability to facilitate meetings with diverse groups.
- Comfortable interacting with the public; strong presentation skills.
- Experience in data collection and analysis, reviewing research.
- Experience in nonprofit or food industry helpful.
- Ability to successfully manage multiple tasks and demands.
- Demonstrated ability in problem solving and serving as a leader.
- Must be a self-starter and able to work with minimal supervision.
- Able to work with diverse groups and be part of a team.
- Be flexible and adapt on short notice.
- Have a valid Driver's License and ability to travel as needed.
- Excellent understanding of customer service.

**Working Conditions**

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

**Food Safety**

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

**Employment Requirement**

- Negative Drug Screen
- Successful Background Clearance

**Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Equal Opportunity Employer**

The Idaho Foodbank is an Equal Opportunity Employer fully committed to attracting and retaining diverse talent. We invest in fostering a diverse work environment that promotes equity and inclusion where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected, and supported.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.