



Job Description

Job Title: Regional Director – North Central Idaho
Classification: Full-Time/Exempt
Department: North Central Region
Reports to: Vice President of Human Resources
Senior Leadership Sponsor
Location: North Central Idaho Branch, Lewiston, ID
How to Apply: <https://idahofoodbank.org/about/employment/>

Job Summary:

The Regional Director – North Central Idaho provides senior-level leadership and oversight for The Idaho Foodbank’s operations, programs, development, community engagement, and external relations activities throughout North Central Idaho. This role is responsible for ensuring regional alignment with the organization’s strategic plan, driving performance through cross-functional leadership, and representing The Idaho Foodbank in the community with credibility, compassion, and professionalism. The Regional Director supervises the Operations Manager, Development Coordinator, Nutrition Education Coordinator, Volunteer Coordinator and Partner Agency Coordinator. Together, this team works to advance the mission to nourish, educate, and advocate for thriving, food-secure communities. The Director serves as the lead ambassador and regional strategist, ensuring the North Central Idaho Region meets both organizational KPIs and local community needs.

Principle Duties and Responsibilities:

Strategic Regional Leadership

- Lead the strategic direction and execution of all branch activities across North Central Idaho in alignment with The Idaho Foodbank’s mission and five-year strategic plan
- Develop and implement annual regional goals, budgets, and staffing plans
- Act as the senior organizational leader for the region, maintaining a visible and trusted presence in the community

Team Supervision and Performance Management

- Directly supervise and support:
 - Operations Manager – Dotted Line report to VP of Operations
 - Development Coordinator – Dotted Line report to Chief Development Officer
 - Nutrition Education Coordinator – Dotted Line report to Director of Health & Nutrition
 - Partner Agency Coordinator(s) – Dotted Line report to Director of P&P
 - Volunteer Coordinator – Dotted Line report to Volunteer Service Manager
- Ensure cross-functional coordination among team members to meet regional impact goals and provide high-quality service
- Foster a culture of excellence, collaboration, and accountability across all branch activities

Program and Partner Agency Oversight

- Oversee the implementation of food assistance and nutrition education programs in collaboration with statewide Program and Health & Nutrition teams
- Support Partner Agency development, capacity-building, and compliance through strong relationship management and community need monitoring
- Ensure equitable and consistent food access across all counties served in the North Central Idaho region

Operations and Facility Oversight

- Collaborate with the Operations Manager to ensure food safety, inventory flow, warehouse efficiency, and logistics performance
- Participate in statewide Food Sourcing to Operations planning to ensure regional distribution aligns with sourcing strategy and Partner Agency needs

- Monitor compliance with safety, cleanliness, and regulatory standards

Development, Outreach, and Representation

- Serve as the primary public representative of The Idaho Foodbank in North Central Idaho
- Support the Development Coordinator in acquisition and cultivating of local donor relationships and fundraising events
- Collaborate with statewide Communications and Development teams to share impact stories and amplify local engagement

Data-Driven Planning and Reporting

- Use data from Map the Meal Gap, Social Determinants of Health (SDoH), and Operational Dashboard KPIs to inform planning, identify trends, and improve branch/regional operations
- Provide regular performance updates and strategic insights to the Chief Development Officer and senior leadership
- Use data to ensure alignment with partner needs, program reach, and resource allocation

Knowledge, Skills and Abilities Required:

- Bachelor's degree in nonprofit management, business administration, public health, or equivalent experience.
- At least 5 years of progressively responsible leadership experience, preferably in nonprofit or community-based work
- Demonstrated success managing cross-functional teams and complex operations
- Strong interpersonal, written, and verbal communication skills; capable of leading internal teams and representing the organization externally
- Experience using data and performance dashboards for decision-making
- Valid driver's license and ability to travel within the region and occasionally statewide utilizing company vehicles

Preferred:

- Master's degree in a relevant field
- Knowledge of North Central Idaho communities and their social and economic landscapes
- Experience in food banking, public health, or nonprofit program development
- Proficiency in Spanish

Work Environment and Physical Requirements

- Primarily office-based with regular interaction in warehouse, program, and community settings
- Requires ability to occasionally lift up to 25 lbs.
- May require evening or weekend hours for events, meetings, or emergencies

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.

Organizational Culture

At The Idaho Foodbank, we are committed to our core values of **Belonging, Commitment, and Collaboration**. The Regional Director – North Central Idaho plays a vital leadership role in ensuring that every neighbor has access to the food and support they need and that our staff and partners feel empowered to serve with dignity and purpose.

Equal Opportunity Employer

The Idaho Foodbank is an Equal Opportunity Employer committed to fostering a welcoming and supportive workplace. We strive to create an environment where all employees and those we serve feel valued, respected, and empowered to reach their full potential. Our hiring and workplace practices are rooted in merit, fairness, and belonging.

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.