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To apply email a resume and cover letter to resumes@foodbankofnea.org.

Job Opening: Chief Program Officer
Job Type: Full Time Exempt
Salary: Based on applicable experience

Benefits: Health Insurance
Dental Insurance
Matching 401K
PTO
Paid Holidays

Job Summary

The Chief Program Officer works with the CEO to implement programs and strategies to achieve goals as outlined in the organization's strategic plan. The Chief Program Officer tracks and reports on program progress and strategic goals, manages program staff, and ensures compliance with internal policies.

Direct Reports

- Agency Relations Coordinator
- Agency Relations Coordinator (USDA)
- Service Insights Coordinator
- Program Coordinator
- USDA Coordinator

Role & Responsibilities

- Work with Program Team to develop departmental and staff work plans based on strategic plan.
- Provide guidance and oversight to program staff.
- Monitor and review weekly progress reports from program staff.
- Track program progress as outlined in the organizational strategic plan and communicate progress and issues with CEO and staff.
- Track program results and expenses for grant reporting.
- Compile data to complete reports as assigned by CEO.
- Attend monthly distribution meetings to determine program changes needed based on distribution metrics.
- Serve as liaison between staff and ECCA (P2 inventory program).
- Run monthly reports in Oasis Insights and share at monthly staff meetings.

Other duties

- Troubleshoot minor IT issues as needed.
- Assist CEO with special projects as needed.
- Fulfill job duties as outlined in the Food Bank's Disaster Plan.
- Represent the Food Bank of Northeast Arkansas in the community.
- Attend meetings and trainings as necessary.
- Maintain appearance of office.
- Adhere to all Food Bank of Northeast Arkansas policies and procedures.
- Follow and enforce AIB processes and procedures.
- Complete monthly AIB inspection forms assigned to you.
- Undertake other duties as assigned.

Required

- High School diploma
- 25% travel using own ground transportation
- Work occasional evenings and weekends
- Background check prior to start date (provided by employer)
- Live in the area or plan to relocate prior to hire date

Skills needed for success

- Bachelor's degree preferred.
- Organized and detail oriented.
- Ability to organize and prioritize multiple projects simultaneously.
- Excellent verbal and written communication skills.
- Experience training individuals and small groups.
- Ability to work independently and as a member of a team.
- Demonstrated computer skills.
- Knowledgeable with Google Drive.
- Knowledgeable with Office 365.

Preferred Skills

- Master's degree in Business or Public Administration
- Familiarity with QuickBooks and/or QuickBooks Online
- Basic knowledge of Tableau

About the Food Bank of Northeast Arkansas

The Food Bank of Northeast Arkansas provides hunger relief to people in need by raising awareness, securing resources, and distributing food through a network of non-profit agencies and programs. The Food Bank of Northeast Arkansas provides the equivalent of 151,000 meals each week to people facing hunger in partnership with 140 nonprofit partner agencies and programs in 12 counties in Northeast Arkansas. These counties include: Clay, Craighead, Crittenden, Cross, Greene, Jackson, Lawrence, Mississippi, Poinsett, Randolph, St. Francis, and Woodruff. Additionally, the Food Bank of Northeast Arkansas is a member of Feeding America, a national network of food banks. Through our many partnerships, every \$1 donated can

help provide 3.5 meals. For additional information, please visit our website www.foodbankofnea.org. You can also find the Food Bank of Northeast Arkansas on Facebook @FoodBankofNEA, Twitter @foodbankofnea, and Instagram @foodbankofnea.

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