

**Chief Operating Officer Job Description
Food Literacy Center
Sacramento, CA**



About Us:

At Food Literacy Center, ***we inspire kids to eat their vegetables.*** Food Literacy Center came to life in July 2011 to fill a critical gap: we engage volunteers and staff to help kids improve their knowledge, attitude, and behavior towards healthy food. Partnering with SCUSD and community partners, we teach food literacy education to K-6th graders in low-income schools, using fun, approachable lessons teaching kids to cook, about nutrition, and how to improve their health. Our kids become food adventurers!

Why our work matters:

- Despite being America's Farm-to-Fork Capital, Sacramento has a 40% childhood obesity rate, and many students and families live in food deserts.
- Obesity disproportionately affects low-income and minority children.
- Obesity is now regarded as more damaging than smoking or drinking.
- Being overweight can negatively impact a child's self-esteem, behavior, and academic performance.
- All of these problems are preventable--if we eat our vegetables. But we have two generations of Americans who do not know how. That's where we come in.

We believe food literacy matters. Learn more about us at www.foodliteracycenter.org.

About this Peachy Position:

Reporting to and in partnership with the CEO, the COO is a new role that will lead the day-to-day operations and administration to ensure Food Literacy Center can achieve its growth goals. This dynamic position will play a key role in spearheading the strategic plan as well as providing leadership to the people (HR), finance, and operations functions. This role is responsible for ensuring that the organizational strategy and infrastructure evolve to support the organization to efficiently run and scale programs and impact.

This role is also responsible for developing, executing, and monitoring strategic plans to support the goals and objectives of the organization. The COO oversees the operational performance of the organization in partnership with the CEO and Program Director to drive culture, employee engagement and development, performance optimization, and serves as a critical advisor to the CEO. This position serves on the senior leadership team and works closely with staff to shape and drive the organization.

This role is ideal for an experienced, collaborative, organized, people-driven, and innovative leader who is looking to make an impact on many of the functional areas of our growing nonprofit organization.

Here's what you'll do as our COO:

Drive culture and strategy

- Ensure a high-performing culture that sets clear goals, obtains and measures results, generates strong employee experiences and performance, continues to build upon the values and culture of the organization, and makes a positive and lasting impact in our communities.
- Lead efforts in developing and improving systems, processes, controls, and procedures that improve overall efficiency and ensure that the organization can fulfill its mission.
- Develop and maintain strong relationships with stakeholders and partners. Represent Food Literacy Center externally with partners to build meaningful working relationships and identify opportunities for collaboration.
- Develop and execute the strategic and annual plans that support significant growth and long-term sustainability that cascade into departmental and individual goals and work plans.
- Provide strategic thought partnership on the organization's strategic planning, including leading the growth and sustainability strategy, building and maintaining critical stakeholder relationships, increasing employee engagement, building and maintaining a DEI culture, ensuring market competitiveness, and the like.

Oversee the operations function

- Oversee all day-to-day operational, legal, compliance, financial, and administrative functions of the organization, which includes the Finance, HR, and IT functions.
- Set the overall strategy, purpose, and vision of the entire HR function, including benefits, payroll, retirement, recruitment, culture, performance management, learning and development, employee relations, and succession planning - ensuring that our systems and processes reflect our DEI values.
- Create the performance management strategy and oversee the process. Create and manage a system to ensure appropriate goals and benchmarks are created and adhered to for each function and individual
- Lead the DEI strategy and implementation, focusing on systems and behaviors that further evolve the culture and inclusive practices for staff members as well as external stakeholders from marginalized communities
- Provide recommendations and serve as the internal leader on building organizational culture, training opportunities, and team learning by leading the HR function.
- Oversee the finance function to ensure we are a responsible and compliant steward of financial resources. Manage cash flow, resourcefully develop and manage the budget, and prepare financial reports and forecasts. Ensure there is alignment with the budget and the organization's strategy. Establish the systems and processes required to deliver a clean financial audit annually.
- Provide strategic direction on finance and accounting activities, including, but not limited to functional expenses, preparing and tracking grant budgets, tracking

- expenses, and calculating actual costs of programs
- Provide risk management and analysis.
- Lead all internal communication plans and implementation so that all staff are knowledgeable of and accountable to their responsibilities
- Develop, maintain, and refine standard operating procedures for all operational functions within the organization
- Negotiate and/or facilitate contract reviews with all vendors, contractors, service providers. Manage the relationship with the school district landlord, including overseeing all new building, repairs, requests, and renewals. Manage business insurance, office space/ lease agreements, the kitchen, security, facilities issues, service repairs, and the like.

Provide team management and organizational leadership

- Design, hire, coach, and manage a growing and high performing team. Deliver effective management and ongoing professional development.
- Ensure the team is resourced appropriately and has the tools, systems, and processes to ensure successful achievement of all goals and objectives.
- Build and maintain strong relationships across the organization. Serve as a trusted operational expert.
- Partner with the CEO, Board, and Senior Leadership Team to create a long-term sustainability plan for the organization.
- As a member of the senior leadership team of the organization, provide strategic thought partnership on the organization's annual strategic planning, including leading the program growth strategy, building and maintaining district relations and funding, increasing student and family engagement, and the like.
- With the CEO, build community and team. Be a culture carrier committed to DEI efforts.
- Proactively provide strategic thought partnership to the CEO.

Other duties as assigned.

All About You!

You'll be successful in this position if you:

- Possess a deep commitment to the mission of Food Literacy Center.
- Hold a Master's degree or equivalent work experience, preferably in education, agriculture, or a closely related field in a nonprofit setting
- Have robust (10+ years) experience in nonprofit operational leadership roles across multiple disciplines such as Finance, HR, IT, Operations with increasing levels of responsibility demonstrating a consistent ability to meet and/or exceed goals year over year
- Proven people manager with a strong track record of coaching, empowering, and developing staff and supporting a culture that is inclusive, mission-driven, and holds

high expectations

- Possess strong financial knowledge and acumen with experience overseeing the finance function; strong 501c3 financial experience required
- Previous payroll and/or benefits experience
- Have experience with grants management, including, but not limited to, overseeing the grant writing, budgets, reporting, expense tracking, and overall administration
- Demonstrated ability to maintain confidentiality of sensitive information
- Have a keen understanding of the compliance landscape, legal environment, nonprofit best practices, and trends while maintaining an equity lens.
- Demonstrated success in leading and building teams
- Excellent communication, organizational, and relationship-building skills
- Have a strategic mindset paired with the execution skills that allow you to lead and manage projects, groups, or organizations to achieve goals/ objectives.
- Proficient working knowledge of technology, computers, and software such as Quickbooks; ability to troubleshoot issues as needed
- Outstanding problem solver with the ability to make sound decisions and the ability to juggle multiple projects and priorities simultaneously
- Demonstrated ability to execute to results reliably, efficiently, and thoroughly
- Positive, can-do attitude with a solutions-oriented mindset
- Attention to detail and the ability to operate with considerable independence to effectively establish priorities and work accurately under time constraints.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth/ innovation
- A deep commitment to working with students and families from diverse communities and backgrounds

Extra points if you have:

- Have experience working with food literacy
- Have experience working with nonprofits
- Have basic cooking skills (home cooking is OK!)
- Speak Spanish or Hmong

Other Things to Know:

We offer a unique, vegetable-oriented work culture that celebrates teamwork, health, and vegetable eating.

- This is an exempt position that starts at \$95,000/year DOE. This job will require 45-50 hours per week.
- Given that we are a start-up nonprofit in growth mode, a flexible schedule is necessary. This position will require some nights and weekends
- You'll need to be able to lift 50 lbs
- This position requires you to travel throughout Sacramento, so reliable transportation and a California driver's license are required

- There is moderate local travel required in this position -- you'll be traveling back and forth between offices and schools.
- We love our veggies, so a vegetable costume may be worn on occasion
- Because food literacy is at our core, we require all employees to successfully complete Food Literacy Academy certification
- Additionally, you must pass a Department of Justice background check and have a negative TB test.
- Proof of COVID vaccination and boosters is required.

Job Details

- Reports to: CEO
- Location: Sacramento, CA working in-person (no hybrid or telework)
- Classification: Full-time, exempt

Ready to apply? Great! Check out the next steps below.

Please submit a resume and thoughtful cover letter outlining the unique value you will bring to our organization to amber@foodliteracycenter.org, subject: Chief Operating Officer- Last Name. This position will remain open until filled.

*Food Literacy Center is an Equal Opportunity Employer. We encourage applicants of a diverse background to apply.
Benefits include cell phone reimbursement, health care, and a generous PTO package.*