

Last revised November 19, 2018



Job Title: PB&J Fund Executive Director

Position Location: Charlottesville, Virginia

Reports to: MLG Foundation Executive Director

Supervisees: Program Manager – CHEF Kids, Program Manager – CHEF for a Day, and Program Manager – CHEF Families

Employment Type: Full-time, exempt, occasional nights and weekends

Organizational Vision & Mission

A Charlottesville where all community members are strengthened by and have access to affordable, healthful food.

We empower children and families through culinary and nutritional education, while improving access to affordable, healthful food for under-resourced community members

Scope of Responsibilities

The PB&J Fund Executive Director provides administrative, programmatic and strategic oversight and management for PB&J Fund (PB&J) in partnership with the Executive Director of the MLG Foundation. He/she is responsible for ensuring success in all aspects of PB&J operations.

Prerequisite Requirements

- Commitment to PB&J's mission of food insecurity and healthy nutrition
- Four-year college degree
- At least 5-7 years of nonprofit management experience
- Demonstrated success managing staff and increasing capacity through staff development
- Experience working with children and families
- Experience with curriculum development and delivery
- Ability to work effectively with a diverse set of stakeholders
- Understanding of the relationship between poverty and nutrition
- Demonstrated strategic thinking capability
- Demonstrated project management experience
- Proficiency in Microsoft Office, G Suite, and QuickBooks
- Natural preference for working in a collaborative, team environment
- Flexibility to work some nights and weekends
- Optimistic and resilient personality
- Excellent sense of humor

Responsibilities

The Executive Director is responsible for (1) overseeing and ensuring excellence in all community relations, programming and operations of PB&J and (2) energizing and engaging all clients, partners, staff, and volunteers around the organization's mission.

Specific responsibilities include, but are not limited to, the following:

- Create and manage strong relationships with current and future PB&J partners in support of programming goals and organizational mission, inclusive of memorandums of understanding
- Manage incoming requests for programmatic partnerships and/or use of Kitchen space and make strategic choices in collaboration with staff
- Participate in the creation of annual programmatic budget in partnership with the MLG Executive Director and effectively manage operations within the approved budget
- Attend a minimum of one class or programming event each week
- Coach and manage the Program Manager – CHEF Kids, Program Manager – CHEF for a Day, and Program Manager – CHEF Families to ensure individual and collective excellence in the performance of their assigned responsibilities
- Coordinate Kitchen maintenance activities with support from program managers
- Conduct weekly staff meetings for PB&J staff and individual meetings with supervisees and supervisor
- Ensure a healthy and sustainable organizational culture for all employees
- Ensure organizational use of best practices regarding culinary programming that engages youth and families
- Ensure that the Kitchen is operating smoothly and maintaining its rating with the Thomas Jefferson Health Department
- Ensure that all facilities maintenance and inventory control procedures are efficient and effective
- Ensure that volunteers are provided with a meaningful experience that enhances organizational capacity and mission
- Manage all aspects of the annual *Holiday Giving* program, ensuring the effective and efficient distribution of healthy food and supporting resources in a manner consistent with the PB&J mission and programmatic goals
- Effectively communicate the PB&J mission to the community at large through a holistic, multimedia presence (e.g. print, social media, radio, recipe books, etc.)
- Manage incoming requests for speaking and media engagements
- Oversee the effective assessment of programming outcomes through data collection to ensure that future programming decisions are thoughtful and rooted in qualitative and quantitative analysis
- Perform other duties as assigned by the MLG Foundation Executive Director