



CULTIVATE HOPE SENIOR DIRECTOR

WHO YOU ARE

- You are someone who cares deeply about healthy, equitable food systems that promote the overall health of a community and has experience in putting your beliefs into action.
- You enjoy analyzing best practices of food enterprises and putting them into practice in a justice-oriented way to help all people. You like both strategic and hands-on work.
- You like developing teams and talents, pulling individuals together to work collaboratively, so they can do more work collectively than individually.

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to improve the health of people and neighborhoods by investing in quality affordable housing, healthy food, educational opportunities, and community building.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

ESSENTIAL DUTIES/RESPONSIBILITIES (include but are not limited to the following)

Reporting to the Sr. Director of Operations, the Sr. Director of Cultivate Hope will lead all food-related operations and have the following responsibilities:

1. Implement Matthew 25 mission of investing in healthy neighborhoods by overseeing all Cultivate Hope food programs, including Groundswell Café, Cultivate Hope Corner Store and Urban Farm. Connect food programs to the larger goal of growing strong neighborhoods.
 - Leadership Team Member that works with a group of 5-7 other leaders at Matthew 25 to develop and carry out a long-term strategic plan of the organization.
 - Interface with the Matthew 25 Board of Directors and Cultivate Hope Board Committee on food-related programming, routinely providing thoughtful, well-crafted board reports and strategic decision making leadership.
 - Life-long learner, seeking out best practices from other food-based social enterprises.
2. Team Management
 - Build and manage a collaborative, cohesive team focused on growing, sharing (through sales or donations) and educating people on the use of healthy foods.

- Develop, coach, evaluate and train staff, creating a team atmosphere that promotes camaraderie.
 - Plan and review financial and programmatic results and expectations with employees on a regular basis.
 - Provide hands-on leadership through regularly working in each program area.
3. Financial management
- Develop and oversee all Cultivate Hope budgets
 - Ability to understand and analyze café, grocery store and produce grower revenue margins and strategies/tactics needed for financial sustainability
 - Balance financial success with maximizing pay-it-forward contributions and educational goals
 - Regularly hit revenue, donation and educational targets each year
4. Equipment and operations flow
- Work with team to maintain quality equipment and to develop a budgeted plan for regular equipment replacement
 - Work with team members to implement standard operating procedures that allow for the scaling and replication of Cultivate Hope programs. Recommend process improvements for increased efficiencies

SKILLS AND ABILITIES (include but are not limited to the following)

- Resonate with Matthew 25 Core Values of compassionate collaboration, reliable excellence, unwavering integrity, solutions driven and inspired to act
- Care about economically challenged people and neighborhoods.
- Desire and drive for your work to contribute to an inclusive and sustainable society.
- Commitment to the organization's mission.
- Passion for food systems work
- Strong written and verbal communication skills with prevalent professional demeanor.
- Ability to handle sensitive and confidential situations and documentation.
- Cheerful and outgoing personality.
- Highly motivated.
- Well-developed interpersonal skills.
- Ability to work in a fast paced, rapidly changing, and regulated environment.
- Maintain professional technical knowledge.
- Proficient in Microsoft Office Suite Products and ability to learn new systems quickly.

EDUCATION AND/OR EXPERIENCE (include but are not limited to the following)

- A Bachelor's degree with at least 3-5 years of experience in project management, retail grocery store, organic farming or equivalent education and/or experience.
- Ability to coordinate the details of multiple projects simultaneously. Must thrive in a fast-paced environment with a diversity of areas of responsibility.
- Previous leadership experience required.
- Knowledge and understanding of social media platforms required.

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit an average of 3-4 hours per day
- Stand an average of 2-3 hours per day
- Walk an average of 2-3 hours per day
- Required Movements:
 - o Bend/Stoop – Frequently (5-24 times per hour)
 - o Reach above shoulder level – Occasionally (1-4 times per hour)
 - o Pushing – Occasionally (1-4 times per hour)
- Weight Carried:
 - o Up to 10 lbs – Frequently (5-24 times per hour)
 - o 11-50 lbs – Occasionally (1-4 times per hour)
- Weight Lifted:
 - o Up to 10 lbs – Frequently (5-24 times per hour)
 - o 11-50 lbs – Frequently (5-24 times per hour)
- Hands Used for Repetitive Action:
 - o Simple/light grasping (both hands) – Occasionally (1-4 times per hour)
 - o Firm/strong grasping (both hands) – Frequently 5-24 times per hour)
 - o Fine dexterity (both hands) – Frequently (5-24 times per hour)

BENEFITS

Benefits include PTO, Health Insurance, Simple IRA match, Short-Term Disability, and paid holidays. Access to Dental Insurance, Vision Insurance, FSA and HSA is also available.