

## Position Description: Director of Nutrition Education

<b>Position:</b> Director of Nutrition Education	<b>Department:</b> 120/Nutrition Education
<b>Reports to:</b> VP of Programs	<b>FLSA Status:</b> Exempt
<b>Revised:</b> October 2024	<b>Classification:</b> Regular Full-Time

### **Position Summary**

The Director of Nutrition Education oversees all nutrition education programming and related activities at The Food Trust. This position will help guide the nutrition education and policy, systems and environmental (PSE) aspects of key Food Trust programming initiatives. The Director of Nutrition Education provides technical guidance for programs such as Farm to Preschool, Farm to School, and Adult/Community-based programming.

The Director of Nutrition Education will work closely with internal staff to ensure strong guidance in programs and will work to connect nutrition education programs with other projects at The Food Trust. In addition, the position will maintain external contact with government agencies, partner nonprofit organizations and businesses, educational institutions, policymakers, vendors, professional colleagues, consultants and members of the community. This position has access to sensitive Food Trust information and is expected to handle such information with integrity and professionalism. This position has regular contact with key stakeholders and is expected to represent The Food Trust in a professional manner.

The Director of Nutrition Education will work directly on a portfolio of work or on a shared basis with assigned staff, and provide daily supervision of the nutrition education team. This position will report to the VP of Programs and participate in department activities as necessary.

### **Essential Functions**

#### *Programmatic*

- Oversee all nutrition education and related PSE programming, including Farm to Preschool, Farm to School, Adult/Community-based programming in retail and non-retail settings, Reentry & Recovery, and national Cooking Matters technical assistance.
- Ensure teams are providing high-quality programs and meeting agreed-upon deliverables.
- Guide and provide dietetic, nutrition education and food safety technical expertise for the nutrition education aspects of The Food Trust’s programming initiatives.
- Collaborate with all agency staff, partner agencies and community members on program development and strategic planning.
- Develop strategies and initiate efforts to connect nutrition education programs to other projects at the organization and identify opportunities for expansion.
- Work collaboratively with the Evaluation team to ensure comprehensive, meaningful evaluation of The Food Trust’s nutrition education programs.
- Participate in drafting proposals describing our nutrition education work to potential funders.
- Reach out to partner organizations to identify ways to work collaboratively.
- Attend meetings and conferences and present new, innovative strategies to staff.
- Serve as a member of the Senior Leadership team, provide relevant program information, and attend Board of Director meetings, as needed.

#### *Supervisory*

- Provide daily management of nutrition education staff activities.

- Work directly on a portfolio of work or on a shared basis with assigned staff, and provide daily supervision of the nutrition education team.
- Independently determine and make recommendations for the hiring, firing, performance evaluations, disciplinary counseling, salary recommendations, workload distribution, communication, recognition activities, professional development and employee relations of assigned staff.
- Oversee and manage the program's budget and operate within established limitations with support from direct reports and VP of Programs.

### **Non-Essential Functions**

- Attend relevant workshops or join professional industry groups as necessary to maintain professional knowledge or certification.
- Provide educational opportunities to students and interns and to volunteers wanting a closer connection with the agency and an interest in this area of work.
- Adhere to The Food Trust's security guidelines and ensures the appropriate handling of sensitive information.
- Facilitate and attend relevant staff meetings to promote communication and execution of goals.
- Complete special projects specific to the function of the program or as needed for the department as directed by the CEO.
- Other duties as assigned within the scope of position expectations.

### **Knowledge, Skills and Abilities**

- Understanding of The Food Trust's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Knowledge of the concepts and practices associated with healthy food access, community development and public health, including key areas such as underwriting, grant making and working with Community Development Financial Institutions.
- Knowledge of the concepts and practices associated with research, evaluation, and statistics.
- Demonstrates effective project management strategies with the ability to coordinate all aspects of program objectives by carefully setting priorities, meeting deadlines, working effectively with others, and scheduling time efficiently.
- Ability to effectively supervise others and apply sound management practices.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office, spreadsheets, and customized databases.
- Strong written and verbal communication skills and effectively communicate and/or present ideas/services with individuals and groups.
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Ability to provide critical thinking, analysis, and evidence-based recommendations of data and trends.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external business partners, corner-store owners, and the community.

### **Experience, Education and Licensure**

**Minimum Experience:** 10+ years of related experience in planning, implementing and evaluating nutrition education programs.

**Minimum Education:** A Bachelor's degree from an accredited college or university in nonprofit administration, dietetics, education, or in a related field of study is required.

### **Physical Demands**

The physical demands 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.

- While performing the duties of this job, the employee will frequently sit while overseeing consulting program activities; the employee will on a daily basis stand, use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
- The employee must occasionally lift and/or move up to 10 pounds of program materials and other related documents.
- Operate related office equipment and use necessary tools. Daily use of keyboard and computer screen.
- Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

### **Work Environment**

The 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.

- The noise level in the work environment is usually moderate.
- Although most of the work is indoors, you will be required to travel outside to offices and community sites on a regular basis.
- This position may require travel to work sites in other parts of the country up to 10% of the time.
- Position may require occasional trips to attend conferences seminars, and meetings.
- May require working non-traditional hours based on operational needs.

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

### **How to Apply**

Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference "Director of Nutrition Education" in the subject line.

*The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.*