

POSITION DESCRIPTION

JOB TITLE: Manager, Hall Hunger Initiative

DATE: June 2017

TEAM: Community Impact

REPORTS TO: HHI Project Founder or Designee

PURPOSE: Manage day to day operation of the Hall Hunger Initiative (HHI), a County wide food and hunger coalition board, a small staff, and volunteers. HHI Manager will have significant responsibility for achieving HHI goals and objectives utilizing the partnership with the UWGDA. HHI Manager will work within a collective impact model in a broader community human services structure, to include the UWGDA, Montgomery County Human Services, Dayton-Montgomery County Food and Hunger Coalition, and other appropriate hunger, nutrition, poverty and health related stakeholders to dramatically reduce food insecurity in the Miami Valley.

Required Competencies:

Visionary Leadership
Business Acumen
Team-Centered
Results-Oriented
Self-Directed
Culturally Astute
Technically Astute

Preferred Skill Sets:

Communication at all Levels of Business
Analytics/Problem Solving
Interpersonal Relations
Emotional Intelligence
Cross-Functional
Social Media/Public Relations Skills

KEY POSITION DUTIES AND RESPONSIBILITIES

Coordinating Food Insecurity Efforts

- Assist with setting annual goals and strategies for HHI.
- Prepare and coordinate information for public disclosure pertaining to HHI accomplishments and achievements.
- Research information and monitor activities regarding food insecurity and poverty within the Dayton Region.
- Work collaboratively with key community stakeholders and leaders in the development of community wide strategies and formation of a plan to reduce food insecurity.
- Collaborate with and promote efforts leading to a more informed public about hunger, nutrition and its relationship to good health.
- Make presentations and prepare discussion documents and proposals as required to advance the work of HHI.

Management Functions

- Manage the Dayton-Montgomery County Food and Hunger Coalition Advisory Board and subsequent workgroups. This includes facilitating Advisory Board quarterly meetings and engaging Board and workgroup volunteers in a meaningful and collaborative way.
- Manage all functions pertaining to HHI advisory board; set meetings, provide updates and respond to member inquiries and requests.
- Manage HHI's participation in related community stakeholder organizations and collaboratives.
- Prepare and stage events for Ambassador Tony Hall and Rick Carne as required.
- Prepare quarterly reports that meet the requirements of all funders as required.
- Create and manage tools which foster communication and education of food-related services and activities individuals and stakeholders in the region.
- Other duties as required germane to your skill sets.

Volunteer Relationship Management

- Exhibit value and appreciation for all volunteers who work with HHI and United Way as appropriate.
- Manage and assist in identifying potential volunteers for HHI and supported projects.
- Assist with providing appropriate staff support to HHI volunteers as needed.
- Participate in United Way and other volunteer programs as appropriate to advance the work of HHI.

Cross-Functional Leadership

- Work collaboratively with Community Impact to align HHI and UW efforts pertaining to food insecurity and related initiatives.
- Support United Way initiatives that align with the work pertaining to hunger and related activities.
- Participate in organizations and activities in the local community to build positive relationships on behalf of HHI.
- Learn the functions of Community Impact, Resource Development, Finance and Administration, HelpLink 211, Volunteer Connection, Labor and Marketing/Communication in order to effectively interact and work within the United Way system.
- Works collaboratively and cooperatively across the entire organization.

Manager, Hall Hunger Initiative

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Preferred Qualifications:

EDUCATION: Bachelor's or Master's Degree in related discipline preferred.

EXPERIENCE: A minimum of 2 years of human service, nonprofit or business experience.

Note: This is a full-time grant funded position.

Deadline to apply: June 23, 2017

Interested and qualified applicants should submit their resumes along with salary requirements to:

Human Resources Director
United Way of the Greater Dayton Area
33 West First Street – Suite 500
Dayton, Ohio 45402
jacquelinep@dayton-unitedway.org

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