

**America's Second Harvest of Coastal Georgia, located in Savannah, GA** serves as the food safety net for tens of thousands of children, senior citizens, low-income families, and people with disabilities that are at-risk for hunger throughout southeastern Georgia. We partner with over 245 churches and non-profit agencies to provide emergency food assistance across Coastal Georgia in twenty-one counties. Last year, Second Harvest provided 22,400,000 million meals (more than 28 million pounds of food) to hungry people in our area through a variety of programs. We are currently hiring for the following position:

## **Chief Operations Officer**

### **Position Summary**

Reporting to the Executive Director, the Chief Operations Officer provides strategic planning and overall management of the operational and programmatic activities to America's Second Harvest of Coastal Georgia's multiple branches in support of established policies, goals and objectives. The COO insures that Food Bank activities and operations are in compliance with Feeding America, local, state and federal guidelines. The successful candidate will be an entrepreneurial, innovative and results oriented executive who possesses outstanding leadership skills. S/he will promote a culture where all employees share in the passion of delivering Second Harvest's mission more effectively and efficiently.

### **Position Profile**

America's Second Harvest of Coastal Georgia seeks a talented leader to serve as its Chief Operations Officer for two locations. Major responsibilities include the following:

- Effectively lead a support team comprised of agency relations, meal delivery services, senior programs, acquisition, receiving, distribution, transportation and warehouse operations.
- Provide direction and oversight to ensure the daily department and program activities meet the organizational goals and policies.
- Develop operational goals and budget including ongoing review and analysis of activities, costs, operations, and forecasting of data to determine progress toward stated plans and objectives.
- Ensure quality, cost effective delivery of feeding programs to children throughout coastal Georgia.
- Manage operational budget complying with all program reporting requirements and ensuring solid fiscal stewardship.
- Engage in short and long range business planning to drive the strategic/operational direction of operations and programs. Prepare and manage program reports.
- Ensure the safe, efficient and cost-effective operations and utilization of the facilities and vehicles.
- Coordinate efforts of appropriate staff in planning for necessary organizational and programmatic changes related to operations and programs.
- Effectively implement safety, security, housekeeping, and sanitation programs.
- Provide leadership to program initiatives, research, planning, evaluation and decision making.
- Serve as liaison to Board committees.
- Maintain positive internal working relationships and act as a positive strategic partner to individuals, community and business associates.
- Set the tone for the organization, modeling the core values, behaviors, and strengthening the organization's culture.

### **Skills and Abilities**

- **Leadership** – is capable of creating and realizing a vision for the future of the organization. Must be an attuned leader with financial management experience combined with ability to motivate and lead employees. Understands and engages in capacity building.
- **Planning and Organizing** – proven planning, organizing, and execution skills coupled with solid business acumen.

- **Problem Analysis/Problem Solving** –a proactive problem solver with ability to anticipate potential problems by conducting a thorough analysis, assessing risks, and developing plans of action to mitigate outcomes.
- **Innovative** –is able to think in third alternatives for new solutions. Committed to growth and personal development for self and the team.
- **Servant Leader** –leads by example. Embraces the mission and is able to translate it daily through the work of the team. Acts ethically with integrity and is professional, open minded, a collaborator, and a good communicator.

### **Education and Experience**

- Bachelor's degree with minimum of 5 years of senior-level multi-site leadership experience in operations management to include warehousing, distribution, transport and logistics, procurement, food or manufacturing industry.
- Food banking or non-profit operations experience highly preferred.
- Knowledge of food safety issues; preferably ServSafe and AIB certification.
- Possess high level of analytical, data interpretation and problem-solving skills to achieve bottom line results.
- Ability to handle details of specific duties while still developing and maintaining a broad perspective of the organization mission and goals.
- Excellent presentation skills and ability to present complex information to staff, executive management, donors and Board of Directors.
- Strong computer skills with proficiency in Microsoft Office Suite. Inventory management software experience a plus.

Interested candidates should email a copy of their resume and salary requirements to:

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 America's Second Harvest of Coastal Georgia  
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