The Nashville Food Project Mission Statement

The Nashville Food Project (TNFP) brings people together to grow, cook and share nourishing food, with the goals of cultivating community and alleviating hunger in our city.

Chief Programs Officer Position Summary

The Chief Programs Officer is responsible for the supervision of programs including the maintenance and growth of existing programs and implementation of new programs, management of program staff and leadership for the entire organization.

ESSENTIAL JOB FUNCTIONS

Leadership

- Oversee Meals, Garden, and Share departments, and adequately staff and resource each program.
- Provide strategic leadership and oversight for all programs, including new initiatives.
- Create and continually develop systems to support staff teams in tracking their success to strategic goals.
- Communicate program updates and issues to Chief Executive Officer and Leadership Team on a weekly or as needed basis.
- Support programmatic shifts and changing priorities by providing leadership, job support, training, leading hiring processes, etc.
- Maintain strong relationships with key partners for all TNFP programs.
- Communicate effectively in public with diverse groups of TNFP stakeholders.

Strategic Planning

- Assist the Leadership Team and Board in the development of new strategic priorities and programmatic goals.
- Lead and direct the work of the program teams in achieving strategic goals; help to keep the strategic plan front and center with program staff in weekly and monthly meetings.
Alongside the Chief Executive Officer and the Board, lead the strategic planning process every three years.

Administration

- Cultivate relationships with volunteers, community partners, and other key stakeholders affecting the efficacy of TNFP programs.
- Develop program budgets in conjunction with program directors.
- Assist program staff in maintaining program expenses within budgeted parameters.
- Contribute to the production of newsletter articles, social media content, board reports, strategic planning documents, and other promotional materials as needed.
- Assist with Board of Director meetings and standing board committees as needed.
- Assume duties as directed during Chief Executive Officer or Leadership Team member’s absence.

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor’s Degree
- A minimum of five years of experience in nonprofit environment or related field
- Multiple years of progressive experience in management impacting and achieving results
- Ability to establish and maintain positive working relationships with staff, volunteers, and the public at large
- Experience working with diverse groups of people
- Refined and well-organized multi-tasking skills
- Cooperative work ethic and a positive attitude; hard-working, conscientious, communicative and responsible
- Proficient use of Microsoft Office Suite and Google Suites
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Strong interest in anti-hunger work and food justice, experience in agriculture and/or work in any aspect of food industries a plus

CLASSIFICATION

This is a full-time, exempt salaried position of 40 hours per week that reports to the Chief Executive Officer. Weekend and evening hours may occasionally be required. Compensation range for this position is $65,000-$75,000 annually, commensurate with experience.

In all aspects of its work, The Nashville Food Project strives for a culture of inclusivity and fairness without discrimination based on race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other characteristics protected by law.