



JOB ANNOUNCEMENT: Director of Distributive Services (Exempt)

SUMMARY: As a member of CHUM's Senior Management Team, directs activities and provides overall management of CHUM's Distributive Services programming including the operation of the CHUM Emergency Food Shelf and the collection and distribution of donated food, household supplies, furniture, backpacks/school supplies, etc. to CHUM's service population.

REPORTS TO: Executive Director

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Oversees the on-going acquisition, inventory control, handling and distribution of all material items (e.g. food, household supplies/utensils, personal hygiene products, school supplies, etc.) provided through CHUM to its client population.
- Oversees the continuous improvement and implementation of policies and procedures for the acquisition, inventory control, and distribution of food and materials to ensure an adequate supply of donated and, as necessary, purchased food and materials to meet the needs of clients.
- Coordinates activities and provides overall management of the CHUM Emergency Food Shelf at downtown and two satellite locations, including sourcing, stocking, and inventory control, distribution, record keeping and reporting.
- Oversees annual food drives in March, May and October (other times as needed) and annual donations of school supplies.
- Purchases food and other supplies through the Northern Lakes Food Bank and other local vendors as required for CHUM's Food Shelf, Shelter, Drop-In Center, and permanent supportive housing programs. Develops other sources of food and supplies for CHUM as needed.
- Hires and supervises departmental staff.
- Oversees the recruitment, on-going training, and supervision of volunteers to provide adequate support to staff and assist with the delivery of distributive services.
- Ensures that information and referral options for other community resources are available to program recipients and that clients are assisted in accessing these resources.
- In cooperation with other agency staff, provides education to CHUM congregations and the community at large on the causes of poverty and hunger, and the needs and experiences of community members experiencing poverty, hunger and marginalization.
- Develops and manages departmental budgets and purchasing accounts
- Assists with marketing and public relations and with food- and fund-raising efforts related to program area. Assists with acknowledging donations.
- Oversees the maintenance of records, usage statistics and timely submission of reports.
- Develops and maintains cooperative relationships with other agencies/organizations.
- Convenes and staffs the Distributive Services Advisory Committee in its function of planning, overseeing and evaluating CHUM's distributive programs.
- Participates in relevant continuing education opportunities.

"CHUM is people of faith working together to provide basic necessities, foster stable lives and organize for a just and compassionate community."

- In partnership with the Advisory Committee, represents CHUM in local, regional and statewide food security and food systems advocacy, and hunger-response initiatives. Works with other CHUM food systems and health equity projects as appropriate.

SUPERVISORY RESPONSIBILITIES: 2-3 staff and approximately 100 volunteers.

QUALIFICATION REQUIREMENTS:

- ***Education And/Or Experience:*** Bachelor's degree or equivalent combination of education and experience. Proven effective experience in one or more of the following areas: program management, purchasing, inventory control, logistics. Computer skills, including experience using word processing, spreadsheets, presentation, and database applications.
- ***Language Skills:*** Ability to read and implement fiscal policies and procedures. Ability to write reports, business correspondence. Ability to effectively present information and respond to questions from vendors, donors, other human service providers. Ability to speak in an effective and compelling manner with individuals, organizations and media. Ability to respectfully and comfortably engage with low-income and culturally diverse people.
- ***Mathematical Skills:*** Ability to add and subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs. Ability to effectively use financial statements.
- ***Reasoning Ability:*** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- ***Certificates, Licenses, Registrations:*** Valid Minnesota Driver's License preferred.
- ***Other Skills and Abilities:*** Commitment to meeting the needs of low-income people and to a faith-based ministry to persons who are low-income. Ability to remain flexible, work under pressure and deadlines, and deal with interruptions in the workplace. Experience as a volunteer or managing volunteers.

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.

- The employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to stand, walk, reach with hands and arms, and talk or hear.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee occasionally works near moving mechanical parts.
- The noise level in the work environment is usually moderate.

REASONABLE ACCCOMODATIONS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY: Please send resume and cover letter to chum@chumduluth.org by April 15, 2016.