



WORKFORCE PROGRAM DIRECTOR

COMPANY OVERVIEW

Feeding Tampa Bay is the hunger relief organization in West Central Florida serving over 600,000 food insecure individuals each year. Feeding Tampa Bay is committed to fighting hunger by building community support and operating an efficient distribution network our 10 county service area.

SUMMARY

The Workforce Program Director is responsible for developing and deploying workforce programs and strategies, building relationships with nonprofit providers and industry experts, and building program capacity.

JOB OVERVIEW

Email: mspence@feedingtampabay.org

Phone: No phone calls accepted

Employee Type: Full-Time, Salaried

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Development and deploying workforce programs
- Oversees program staff and partnerships
- Recruits and supports members for Industry Councils and Nonprofit Network
- Travels through Feeding Tampa Bay's community to promote and develop programs
- Coordinates program sites and sponsors to ensure program success
- Coordinates program evaluations, continuous improvement efforts
- Leads recruitment of workforce program candidates, instructors, and volunteers
- Curates curriculum and experiences for program participants
- Builds relationships in community to further grow and develop programs
- Communicates with other departments within the food bank to coordinate program services and site utilization
- Represents Feeding Tampa Bay to community groups and at other events
- Other duties as assigned

EDUCATION and/or EXPERIENCE

Bachelor degree preferred; and five to seven years professional experience in program development (non-profit/for-profit), and/or equivalent combination of education and experience. Experience with program development/administration. Experience in training and developing staff. Experience with supportive services for clients. Commitment to understanding and supporting FTB's mission. Proficient in Microsoft office (Outlook, Word and Excel). Excellent communication and project management skills; multitasking; meeting deadlines and working effectively under pressure. Ability to coordinate large groups of diverse partners. Ability to engage community and promote opportunity for clients. Ability to travel throughout Feeding Tampa Bay's service area. Commitment to building culture of dignity, hope, and opportunity. Ability to work as a team member, supporting organizational goals.