



*Our Mission: To end hunger and to leverage the power of food to build a healthier community.
Our Vision: A healthy, hunger-free community.*

Revised: December 2016
Title: Strategic Initiatives Coordinator
Department: Executive Office
Reports to: Executive Director

General Description:

As primary support to the Executive Director (ED), the Strategic Initiatives Coordinator assists in planning and setting organizational priorities, and drives strategic initiatives to ensure Foodlink's success.

Essential Duties and Responsibilities:

- Create and maintain an organizational dashboard; work with Executive Staff on the continual improvement of dashboard to ensure all relevant operational, programmatic and financial metrics are reflected, defined and aligned with Foodlink's mission and vision of a hunger-free community.
- Work with Executive Staff to develop annual operational plan; ensure alignment of strategic, operational, and financial planning for entire organization.
- Serve as primary staff liaison to Foodlink Board and provide support to board committees.
- Support the ED in coordinating leadership and staff meetings and developing critical internal and external communications.
- Lead or serve as a critical team player on special projects; perform planning, research, analysis and strategic consultation on major issues impacting the organization.
- Work with the ED and Director of Human Resources to develop the structure and content for professional development, leadership retreats, and full-staff retreats.
- Assist ED in maintaining calendar/appointment schedule, mail correspondence, etc. as needed.
- Serve as a thought-partner to the ED, providing input and feedback and maintaining complete confidentiality; manage all other special projects/strategic organizational initiatives as assigned.

Qualifications:

- Bachelor's degree; Master's in degree in Public Policy, Public Administration, or Business preferred.
- 3-5 years project management experience, with a track record of successful project management and management through influence and/or cross-functional leadership
- Exceptional communication skills, both verbal and written; exceptional reasoning, problem solving and strategic thinking skills
- Proficiency in PowerPoint, including the ability to create clear, concise slides for an internal or external audience; proficiency in Excel, including the ability to analyze data, and build basic financial models
- Ability to work proactively in an evolving, dynamic, entrepreneurial organization; ability to manage multiple simultaneous deadlines while maintaining attention to detail
- Maturity, humility, strong work ethic, sense of humor, and roll-up-my-sleeves attitude
- Demonstrable passion and commitment to working to end poverty and address the root causes of food insecurity.

- Familiarity with the challenges facing the Finger Lakes region, including the urban core of Rochester as well as rural poverty-stricken regions.

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.

The Foodlink Way

- ✧ Passion and commitment to our mission ✧ Going above and beyond what is required
- ✧ Seeing our roles as more than just a job ✧ Proactively seeking improvements ✧ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

To Apply:

Submit a cover letter and resume via email to HR@foodlinkny.org or apply in person at the address below. Only serious applicants should apply. Only qualified applicants will be contacted.

Foodlink
1999 Mt. Read Blvd
Rochester, NY 14615

Foodlink is an equal opportunity employer.