



Position Description

Position Title:	Vice President of Administration (Expert in Residence – 3-year projected term)	Direct Reports:	Sr HR Generalist, Facilities Specialist, Executive Assistant (dotted line)
Department:	Administration	Classification:	Exempt
Location:	Kent County	Position Status:	Full Time
Reports To:	Chief Operating Officer	Approved Date:	
		Revision Date:	

Position Summary:

The Vice President of Administration leads, manages, and is accountable for human resources (HR), facilities management and administrative functions. Provides executive level leadership and guidance and supports key EOS processes. Participates in and collaborates with the leadership team (LSO) to streamline processes, optimize resources, and support organizational success. This position has a three-year projected term.

Organizational Values:

Kids' Food Basket believes all children have a right to equitable, consistent access to the nutrition they need to grow.

Since its inception in 2002, Kids' Food Basket has grown from serving 125 students in Kent County to serving thousands of children daily across four counties (Kent, Muskegon, Ottawa, and Allegan) with healthy nourishing meals through our flagship Sack Supper program and other community-driven meal provision programming.

In addition, over the past two decades, Kids' Food Basket has also increased healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruits on our two chemical-free, sustainable farms. Nourishing healthier generations of children is at the core of Kids' Food Basket's mission and is what we strive for daily through our five commitments:

- We **Nourish** our future by providing ready to eat healthy food on a daily basis to children in need,
- We **Grow** by increasing healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruit,
- Our community **Learns** through the use of our facilities and farmland as classrooms to foster learning and empowerment across economic barriers,
- We **Engage** our diverse community to work for Good Food for all,
- We **Advocate** for systems change by educating our community and legislators about our work, while supporting efforts that improve systems and empower families to break down the cycle of poverty and hunger.

Job Responsibilities:

1. Develops systems, processes, and tools to support key administration functions in an EOS environment. Utilizes project management skills to help move resource sustainability projects forward.
2. Responsible for developing and implementing strategic HR plans and policies to support the organization's mission and strategy. Oversees setting, upholding, and evaluating HR policies, procedures, and best practices.

3. Responsible for developing and implementing an organizational data management strategy, evaluating tools and opportunities to organize and share information and to support data-informed decision making more effectively.
4. Responsible for oversight of EOS rock progress, resource sustainability and organizational metrics tracking.
5. Oversees facilities administration across KFB locations. Works with Facility Specialist to ensure that our spaces are properly maintained and cared for. Leads and develops social enterprise strategy and function including facility rentals and revenue opportunities related to use of KFB facilities.
6. Ensures SOPs are maintained for key processes throughout the organization. Develops and maintains organizational calendar of key events, deadlines, and decision points to inform resource planning.
7. Leads, manages, develops, and retains HR and Administration team members by charting an annual course of direction and monitoring quarterly progress toward annual goals. This includes leading various meetings and huddles.
8. Serves as a member of the Leadership, Strategy, and Operations (LSO) team. This includes attending key internal and external meetings and may include acting as a spokesperson for Kids' Food Basket at speaking engagements as needed.
9. Oversees protocols throughout the organization in adherence to federal, state, and local laws.
10. Assists in special projects.
11. Travels to regional locations as needed.
12. Other duties as assigned.

Supervision Received:

Limited Direction: Works from overall policies, goals, and budgetary limits. Self-supervising with direct accountability for final results.

Supervisory Responsibilities:

Advanced supervision: Determines work assignments, priorities, and procedures for subordinates. Responsible for assigning, scheduling, and ensuring the quality and quantity of work. Approves time off and schedule adjustments. Provides training and coaching. Participates in the interview process and makes hiring decisions. Provides performance feedback to team members and is responsible for issuing formal discipline in conjunction with human resources. Makes compensation and termination decisions.

Education & Experience:

1. Bachelor's degree required. Master's degree preferred.
2. Fourteen (14) or more years of relevant experience.
3. Eight (8) or more years of supervisory experience.
4. HRCI (PHR or SPHR) or SHRM (SHRM-CP or SHRM-SCP) certification preferred.
5. Valid driver's license.

Other Knowledge, Skills & Abilities:

1. Analytical and problem-solving skills with the ability to interpret information to support decision making.
2. Strong project management skills and ability to manage multiple priorities and deadlines simultaneously.
3. Proficient in Microsoft Office Suite.
4. Experience with HR, CRM, or other data analytics software.
5. Experience with contract review, budgets, presentations, and department planning.
6. Experience managing budgets.
7. Excellent written and verbal communication skills.
8. Ability to handle confidential HR and organizational information.
9. Ability to solve problems, analyze systems and data, and make suggestions for improvement.
10. Comfortable speaking in front of groups, making presentations, and leading groups.
11. Knowledge of employment laws and regulations, and employer compliance requirements.

12. Ability to serve as 401(k) plan administrator.
13. A sense of optimism and an assets-based way of viewing people and situations.
14. Ability to effectively interact with a diverse population from various ethnic and socioeconomic backgrounds.
15. Have a desire to develop a basic understanding of hunger and poverty issues in West Michigan.

Physical Requirements:

Average Daily Physical Requirements	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position					x
Move about work area		x			
Use hands/fingers to handle or feel					x
Reach with hands and arms		x			
Ascend/Descend (stairs/ladder/etc.)		x			
Bend, stoop, kneel, crouch, or crawl		x			
Communicate with various parties					x
Detect flavors or smells	x				
Ability to push, pull, and lift to 30 pounds		x			
Visual acuity					x
Read and understand written word					x
Drive/Travel			x		
Operate computer and general office machines					x
Operate Machines:	x				
Other:					

Environmental Conditions:

Average Daily Environmental Conditions	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.					x
Warehouse environment: Exposure to dust, warehouse equipment, varied temperatures, and noise.		x			
Farm: Regular and continuous exposure to outside elements such as weather, animals, insects, etc.		x			
Travel: Limited exposure to outside elements.			x		
Other:					

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.

Benefits:

Kids' Food Basket offers a competitive benefits package to full-time employees including medical, dental, short-term disability, life/accidental death & dismemberment, flexible spending accounts, 401(k) plan with employer

match, a generous PTO policy with 4 weeks in the first year of employment, paid holidays and more. Benefits eligibility begins on the first day of the month following the date of hire. 401(k) plan eligibility is after 6 months of employment.

Equal Employment Opportunities:

Kids' Food Basket provides Equal Employment Opportunities (EEO) to all applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, height, weight, marital status, genetic information, qualified disability, veteran status or any other protected characteristic. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment.

If you are interested in applying for an open position, **please send your cover letter, resume and compensation requirements to humanresources@kidsfoodbasket.org**