



Director of Programs – Hamilton County Harvest Food Bank

Job Title: Full-Time Director of Programs

Location: Hamilton County Harvest Food Bank

Reports To: Executive Director

Hours: 40 hours per week (hybrid)

Compensation: Salary

Application Deadline: September 30, 2026

About Hamilton County Harvest Food Bank

HCH Food Bank is committed to fighting hunger and improving access to nutritious food for individuals and families in need throughout our community. We partner with local organizations, businesses, and volunteers to provide essential food resources with compassion and dignity.

Position Summary

The Director of Programs leads the strategic development, implementation, and continuous improvement of Hamilton County Harvest Food Bank's program portfolio. This role oversees all existing programs and launches new initiatives designed to **increase accessibility to nutritious food** for residents across Hamilton County. The Director builds and maintains the systems, processes, and workflows that ensure programs run efficiently, collect accurate data, and support a seamless **"food in, food out"** warehouse model. In addition, the Director strengthens countywide coordination by working with external partners, collaborative networks, and community entities to expand reach and reduce barriers to food access. The Director of Programs works closely with the Executive Director on strategic projects that modernize program infrastructure and advance the mission of a coordinated, equitable hunger-relief system.

Key Responsibilities

Program Leadership & Strategic Development

- Oversee all existing Harvest Food Bank programs.
- Establish program goals, performance indicators, and evaluation frameworks to ensure measurable impact and continuous improvement.
- Ensure programs operate with consistency, clarity, and alignment with organizational strategy.

- Lead the design, piloting, and implementation of new programs that increase accessibility to food and address gaps identified through community data and partner feedback.

Systems Development & Workflow Design

- Build and refine the systems that support smooth execution across all programs, including scheduling, communication, inventory movement, and reporting.
- Develop standardized processes that ensure programs run predictably and efficiently.
- Ensure all programs collect accurate, timely, and actionable data to support evaluation, grant reporting, and strategic decision-making.
- Partner with Executive Director, Food Procurement Coordinator, and existing volunteers to maintain strong “food in, food out” flow for distributions in the warehouse.
- Support implementation and optimization of a countywide CMS and other tools that streamline data management, highlight service gaps, and improve coordination.

Network Coordination & External Partnerships

- Strengthen collaboration with external entities including healthcare partners, farmers, businesses, schools, municipal agencies, community organizations, and countywide coalitions.
- Represent Harvest Food Bank in cross-sector initiatives that advance food access, health equity, and community stability.
- Coordinate shared projects, pilot programs, and joint efforts that expand reach, improve system efficiency, and increase accessibility to nutritious food.

Strategic Support & Organizational Collaboration

- Work closely with the Executive Director on special projects, grant initiatives, and long-term strategic planning.
- Contribute to the development of innovative initiatives such as clean kitchen certification, culinary workforce training, and expanded food-as-medicine partnerships.
- Support organizational readiness for growth in a rapidly expanding county.

Qualifications

- Experience in program leadership, systems development, nonprofit management, logistics, or workflow design.
- Knowledge of the food insecurity system, including understanding of best practices and challenges in food-access programming.
- Understanding of the unique needs, demographics, and barriers faced by residents in Hamilton County.
- Strong ability to build processes, design structures, and improve efficiency across multiple program areas.
- Excellent communication and relationship-building skills with external partners and cross-sector collaborators.

- Comfort with data systems, reporting tools, and continuous improvement methodologies.
 - Ability to manage multiple priorities in a fast-paced, evolving environment.
 - Commitment to community service, equity, and strengthening access to nutritious food.
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Work Schedule & Compensation

- Full-time, hybrid schedule (40 hours per week).
 - Some evening or weekend work may be required for events.
 - Compensation: Salary
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How to Apply

Please submit your resume and a brief cover letter to: amikels@hchfoodbank.org.