



Program Director

Full-Time 40 hours a week (can start at 30 hours with the goal of 40 hours by 2021)

Reports to: Megan Fischer, CEO

Salary: \$20-23/hr (At 40 hours, becomes salaried position)

Location: Cincinnati, OH (1400 State Ave. 45204)

Start Day: 8/10/2020

Education Requirements: Bachelor's Degree or higher preferred.

About: Sweet Cheeks Diaper Bank partners with local social service agencies to provide free diapers to low-income families while raising awareness of the basic health need for diapers. Our mission is to eliminate the existence of diaper need in our community so that all babies have a chance to be healthy, happy, and safe. We were started in October of 2015 and have been experiencing rapid growth and success since then.

Essential Duties

Program Success

- Work with Program staff to ensure that services are delivered in a manner that is consistent with agency policies, priorities, and goals.
- Oversee staff roles that are in charge of executing our Diaper Distribution and Period Supply Programs.
- Ensure growth and stability of the programs and appropriate financial resources through forecasting of program needs.
- Manage all partner agencies receiving supplies, as well as those on the wait list, to ensure all products ordered are distributed correctly and on time.
- Manage waitlisted agencies by maintaining a tracking system.
- Ensure accurate inventory levels by utilizing our inventory tracking software.
- Provide reports as requested by affiliate organizations.
- Track partner agency outcomes and compliance related to partner agency agreement.

Leadership and Operations

- Oversee, direct, and organize SCDB's programs and warehouse operations.
- Provides leadership and mission continuity.
- Demonstrate a deep conviction to SCDB's mission, vision, and values, and commitment to diversity, equity, and inclusiveness.
- Develop and maintain a staff culture of continuous improvement and accountability.
- Identify opportunities for operational improvement, determine the root-cause of problem areas, analyze data, and implement solutions.
- Foster coordination and collaboration between SCDB programs (Sweet Cheeks Diaper Bank, Tidal Babe Period Bank, Fly & Dry Basic Needs Bank).
- Participate in annual budgeting process utilizing knowledge of existing and forecasted programming needs.

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- With CEO, keeps the board fully informed on the condition of SCDB and all the important factors influencing it.
- With CEO, lead the execution of the 3-year Strategic Action Plan
- Maintain continuous lines of communication, keeping the CEO informed of all critical issues.
- Serve as the main staff liaison for the Facilities, Operations, and Planning Committee of the Board of Directors.

Management and Administration

- Provides general oversight of all Sweet Cheeks Diaper Bank activities, manages day-to-day operations, and assures a smoothly functioning, efficient organization.
- Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Assures a work environment that recruits, retains and supports quality staff and volunteers. Assures process for selecting, developing, motivating and evaluating staff and volunteers.
- Negotiates professional contracts and works with CEO to ensure appropriate salary structures are developed and maintained.
- Specifies accountabilities for management personnel (whether paid or volunteer) and evaluates performance regularly.

Skills needed:

- Attention to detail
- Excellent written and verbal communication skills
- Proven ability to manage multiple duties and priorities in deadline-intensive situations
- Able to gather and synthesize information, draw insights and summarize issues.
- Experience with Excel
- Experience with Google Drive
- The ability to handle conflict, confrontation, and uncomfortable situations head-on and with grace
- Should be able to lift, carry, push, and pull up to 30 pounds and stand or walk for extended period of times
- Ability to operate a pallet jack (we will train you)
- Proven ability to delegate and manage workloads and projects across functions
- Able to flourish in a creative team environment as well as operate independently
- Strong analytic skills and a strategic thinker who is open to different perspectives and new ways of doing things
- Ability to demonstrate and uphold our core values (Advocacy, Engagement, Inclusion, Innovation, and Respect)

Schedule and Flexibility: In general, the schedule is extremely flexible with the option to have a balance of working from the warehouse and working remotely. We are closed between Dec. 25th and Dec. 31st.

Benefits: This position is an opportunity to join a new and quickly-growing nonprofit in Cincinnati's Lower Price Hill community. Our board of directors, donors, and volunteers are very hands-on and energized around the success of Sweet Cheeks Diaper Bank. A flexible schedule, 403(b) retirement plan, paid time off, parental leave, and company holidays are offered as well.

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Questions? Contact Megan Fischer: megan@sweetcheeksdiaperbank.org

To Apply: Email your resume to Megan Fischer: megan@sweetcheeksdiaperbank.org

Sweet Cheeks Diaper Bank does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

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