

Job Title: Director of Administration
Department: Administrative
Reports To: President & CEO
Classification: Regular, Full-Time, Exempt
Location: Concord, CA

Who We Are

For 50 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

The Director of Administration provides high-level administrative support to the President & CEO and plays a key role in ensuring efficient executive operations. This role requires a proactive, detail-oriented professional who can manage complex calendars, lead special projects, coordinate high-level events, and support internal operations. The Director of Administration also serves as a liaison across departments and with external partners, ensuring alignment with organizational objectives. They also act as the central point of contact for all Affiliate Food Banks and Northern California Cluster members.

Essential Duties and Responsibilities

- Provide executive-level administrative support to the President & CEO, including complex calendar management, scheduling meetings of multiple stakeholders, travel coordination, and timely processing of expense reports.
- Act as a key partner to the executive team by supporting team meetings, drafting agendas and presentations, tracking action items, and capturing detailed meeting notes.
- Attend meetings on behalf of the CEO to take notes, monitor project progress, and report back.
- Serve as a reliable backup to other senior executives during absences or periods of high demand.
- Lead and manage cross-departmental projects and organization-wide initiatives such as implementation of the strategic plan.
- Monitor and drive progress on key strategic initiatives, keeping leadership focused on outcomes and organizational impact.
- Lead high-priority projects, from planning to execution, ensuring measurable outcomes and alignment with organizational goals.
- Communicate change and solicit feedback on key projects, ensuring staff, board, and other stakeholders understand and provide input on proposed changes.
- Serve as a liaison between the CEO, board members, and external partners, managing relationships and communications.
- Attend collaborative meetings and trainings at the community, county, and state level.
- Act as the central point of contact for Affiliate Food Banks and Northern California Cluster partners, coordinating monitoring visits, Cluster meetings, and connecting partners with the appropriate FBCCS staff to problem-solve and share best practices.
- Serve as a liaison between the Food Bank and external partners in the Food Bank's Northern California region.

- Improve connection between FBCCS, Affiliate Food Banks, the California Association of Food Banks, and Feeding America.
- Identify, recommend, and implement process improvements to enhance efficiency, performance, and organizational scalability.
- Coordinate and execute offsite events and executive meetings, overseeing logistics, budgets, materials production, vendor management, and overall event execution.
- Draft and edit professional documents, including correspondence, presentations, and reports; conduct research and ensure accuracy across all content.
- Collaborate cross-functionally with internal stakeholders to align administrative operations with strategic goals.
- Work closely with the broader executive team to ensure streamlined communication and coordination across departments and external partners.
- Support workforce planning, talent acquisition, and organizational development initiatives as directed by senior leadership.

Qualifications

- 5–7 years of progressive experience in administrative support, office management, or executive assistant roles.
- Minimum 2 years supporting VP-level or higher executives.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); comfortable learning and adapting to new technologies.
- Excellent verbal and written communication skills, with demonstrated ability to draft polished, professional content.
- Proven ability to manage multiple projects and priorities in a fast-paced, dynamic environment.
- Highly organized, detail-oriented, and capable of working independently with minimal supervision.
- A collaborative team player with strong interpersonal skills and the ability to engage with stakeholders at all levels.
- Trusted to handle sensitive and confidential information with integrity and discretion.
- Experience planning and managing events involving multiple vendors and stakeholders.
- Creative and resourceful, with a solution-oriented mindset and ability to adapt to changing needs.

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

Compensation and Benefits

This is a full-time, exempt position. To ensure internal pay equity, the non-negotiable starting pay range for this position is \$115,000 - \$125,000 annually.

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the

organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning, and culture.

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: **“Director of Admin”**. Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Avenue
Concord, CA 94520**

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

For more information about us, please visit: <http://www.foodbankccs.org/careers>