



Job Description

Job title	<i>Director of Community Health and Nutrition</i>
Reports to	<i>CEO</i>
Job Classification	<i>Full Time- Exempt</i>

Job purpose

Inter-Faith Food Shuttle aims to “Feed, Teach, and Grow” to create hunger-free and healthy communities. The Director of Community Health and Nutrition leads the organization’s community-based nutrition strategy, health education initiatives, and dietitian-led programming in alignment with IFFS’s core realignment and strategic priorities.

This position provides subject matter expertise in nutrition, public health, and community education while developing practical, partner-based models of support for priority populations, including seniors, families, community meal participants, food-insecure neighbors, and other communities served across IFFS’s seven-county footprint. The Director is responsible for designing, implementing, evaluating, and continuously improving nutrition and community health initiatives that are responsive to community needs, culturally relevant, measurable, and sustainable.

The Director also provides leadership for Community Health Education staff, manages nutrition-related projects and partnerships, supports internal and external program alignment, and ensures that interns and external learning partners are used intentionally to advance defined program goals.

Duties and responsibilities

- Lead the strategic direction, planning, implementation, and evaluation of Community Health and Nutrition programs in alignment with IFFS’s Feed, Teach, and Grow priorities.
- Develop and manage community-based nutrition and health education initiatives that support priority populations and partner sites, including seniors, families, food-insecure neighbors, community meal programs, congregate feeding sites, shelters, clinics, schools, and rural partners.
- Design practical, phased project plans for partner-based nutrition support, including site assessment, participant engagement, education schedules, curriculum development, staffing needs, evaluation measures, and sustainability planning.
- Provide dietitian-led expertise in nutrition education, menu review, hydration strategies, special diet considerations, culturally responsive food planning, emergency meal planning, and participant-centered education materials.
- Develop and direct educational programming, workshops, newsletters, health campaigns, recipes, and other resources that are practical, accessible, culturally relevant, and applicable to the lives of program participants.
- Conduct or coordinate nutrition-related assessments, including menu analysis, participant feedback, plate waste observations, and food preference reviews to improve food acceptance, participant experience, and health alignment.
- Collaborate with internal teams to support the acquisition, distribution, and promotion of nutritious foods, ensuring internal nutrition metrics are reached, maintained, and aligned with community needs.

- Establish and maintain strong relationships with internal departments, community partners, healthcare organizations, senior-serving organizations, food access partners, and other external stakeholders.
- Assess current Community Health Education activities and recommend which programs should continue, pause, redesign, or sunset based on organizational realignment, community need, available resources, and measurable impact.
- Collaborate with the Evaluation team to define outcomes, collect data, assess program impact, and develop reports for leadership, funders, partners, and the Board.
- Manage education-related projects across multiple divisions, ensuring clear roles, deliverables, timelines, communication, and accountability.
- Develop and monitor the division budget, manage expenses, and support grants related to nutrition, community health, food access, senior nutrition, health equity, and related initiatives.
- Develop and manage a structured internship model that aligns dietetic interns and other student learners with priority projects, consistent schedules, defined assignments, supervision plans, and measurable outcomes.
- Serve as preceptor for Dietetic Internships when appropriate and ensure internship placements support organizational priorities without creating unsustainable staff burden.
- Oversee daily operations of the Community Health and Nutrition function, including staff supervision, work planning, performance support, and team development.
- Ensure compliance with organizational policies, grant requirements, safety standards, Feeding America expectations, budget guidelines, and applicable regulations.
- Perform other duties as assigned.

Qualifications

- Registered Dietitian (RD) by the Commission on Dietetic Registration and Licensure (LDN) by the North Carolina Board of Dietetics and Nutrition required. Must be willing to maintain licensure.
- Academy of Nutrition and Dietetics member preferred.
- Master's degree in Nutrition, Public Health, or related field preferred.
- Six (6) years of program management experience working with diverse populations and group sizes.
- Certified ServSafe® instructor and proctor with one year of teaching experience.
- Valid driver's license
- Equivalent education and experience combination accepted Beyond the Basics (Preferred Education and Experience)
- Experience developing, implementing, and evaluating community-based education programs.
- Experience working with older adults, food-insecure populations, culturally diverse communities, and/or community-based partner organizations preferred.
- Demonstrated ability to design practical project plans, manage timelines, coordinate across teams, and move programs from concept to implementation.
- Experience developing nutrition education materials, curricula, workshops, newsletters, health campaigns, and participant-facing resources.
- Experience with program evaluation, participant feedback, outcome tracking, data-informed decision-making, and impact reporting.

Core Competencies for success in this role

Technical Expertise: The ability to demonstrate depth of knowledge and skill in a technical area.

Empowering Others: The ability to convey confidence in employees' ability to be successful, especially at demanding new tasks; delegating significant responsibility and authority; allowing employees freedom to choose how they will accomplish their goals and resolve issues.

Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.

Analytical Thinking: The ability to tackle a problem by using a methodical, systematic, sequential approach.

EEO and E-Verify

Equal Employment Opportunity (EEO) [Inter-Faith Food Shuttle] provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

ADA Compliant: [Inter-Faith Food Shuttle] is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [HR department].

Inter-Faith validates the right to work using E-Verify. Inter-Faith will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Working conditions

The role operates in a professional office environment. May require some local travel. Some evening and weekend hours are required.

Physical requirements

May sit for extended periods. Most job functions are performed on the computer. Ability to lift 40 lbs.

Direct reports

Community Health Education Manager
Senior Nutrition Programs Manager
Community Health Education Programs Coordinator(s)
Seasonal Interns

For HR Use Only

Date Approved by Hiring Manager:	
Date Approved by Department Head:	
Date Approved by Human Resources:	