



## **Sanctuary Kitchen Program Director** **New Haven, CT**

**CitySeed seeks a dynamic and driven leader with proven experience in program growth and strategy to lead [Sanctuary Kitchen](#). The Program Director will have expertise in strengthening training programs and networks for job placement.**

### **Job Overview**

Sanctuary Kitchen, a program of CitySeed founded in 2017, partners with refugee and immigrant chefs to build economic opportunity and authentic connections through food. Sanctuary Kitchen runs a social enterprise that offers employment at above-market wages, culinary training, and professional development to 40+ chefs from 11 different countries.

The Sanctuary Kitchen Program Director will be a mission-focused, strategic, and community-oriented leader. They will lead the Sanctuary Kitchen team - including colleagues, immigrant and refugee chefs, and volunteers. They will work closely with a broad network of stakeholders, including advisory board members, non-profits and partners. The Program Director will build on the success of the program, and scale its growth into the future. The Program Director will contribute creativity, organization, and cultural humility to the team, and bring a lens of racial equity and economic opportunity to the work. **Formalizing the chef training program's curriculum and pipeline, and forging partnerships with potential job-placement sites will be at the forefront of the Program Director's work.** This position reports to CitySeed's Managing Director, and works closely with CitySeed's Executive Director and Sanctuary Kitchen's Culinary Manager.

### **Duties and Responsibilities**

The Sanctuary Kitchen Program Director will lead Sanctuary Kitchen's programs and internal operations, including: team management, program strategy and implementation, partnership building and outreach.

### Programming Strategy and Implementation

- Oversee the day-to-day functioning and long-term strategy of all Sanctuary Kitchen programming, including the food business model, culinary training programs, and cultural events
- Maintain and oversee the growth of Sanctuary Kitchen's year-round culinary training program for immigrant and refugee chefs, including various learning modules (ESL, culinary skills, job-readiness), professional development experiences (ex: kitchen experience, sales and customer service experience, internships, etc.), and job placement opportunities
- Evaluate all Sanctuary Kitchen plans, programs, activities and procedures with regard to their purpose, inclusivity, sustainability and impact on the organization and community



- Work closely with the Culinary Manager on developing Sanctuary Kitchen's Food Business model, including product development, sales and outreach strategy, fiscal goals, etc.

#### Budgeting and Financials

- Support the Executive Director on fundraising strategy related to Sanctuary Kitchen
- Support the Managing Director in developing the annual budget for Sanctuary Kitchen, as well as regular financial check-ins throughout the year to meet fiscal goals
- Manage Sanctuary Kitchen's billing and accounting processes by working with the Culinary Manager, Program Associate, and CitySeed's accountant

#### Team Management

- Provide a consistent day-to-day leadership presence for the Sanctuary Kitchen team
- Alongside the Managing Director, hire, train, supervise, and evaluate Sanctuary Kitchen staff and interns as appropriate, and in accordance with CitySeed's personnel policies
- Lead and nurture a strong team aligned with CitySeed's organizational values, strengthening leadership at all levels of the program and promoting effective and inclusive communication
- Ensure staff and program are supported with physical infrastructure and equipment needs

#### Partnerships and Outreach

- Establish and maintain intentional, diverse, and collaborative relationships with other organizations and partners to further Sanctuary Kitchen's mission
- Grow, maintain and refine the role of the Sanctuary Kitchen advisory committee
- Oversee the Volunteer Coordinator to manage the recruitment, training, scheduling, and evaluation of 200+ Sanctuary Kitchen volunteers

#### Communications, Marketing and Branding

- Build a body of spokespeople for Sanctuary Kitchen and oversee the program's communications strategy through marketing and community outreach channels
- Work closely with CitySeed's Community Outreach Manager to create and execute content for Sanctuary Kitchen's channels and promotional campaigns
- Identify new opportunities for improving customers' experience, both online and in-person

#### **Qualifications**

We anticipate that a successful candidate will have management experience in a nonprofit or values-driven organization, and direct or lived experience working with immigrants and refugees. CitySeed recognizes that experience and expertise come in many forms. If you have different experiences that you think are a good fit for the role, please apply so we can learn more about you.

#### Required Qualifications

- 5+ years of relevant experience, such as: workforce development, non-profit management, food business management, cultural programming, culinary experience, etc.



- Program leadership experience including: budget and fiscal management, goal-setting, team building and staff management, monitoring and evaluation, program growth and outreach
- Lived experience and/or direct experience working with immigrant and refugee communities
- Strong written communications skills including: writing and editing, developing proposals, newsletters and social media content, and crafting outreach materials
- Experience taking initiative and managing complex projects that require organization, attention to detail, prioritizing activities, and meeting deadlines
- Passion for community-level food systems and a commitment to racial and economic justice

#### Desired Qualifications

- Experience with higher-level organizational strategy and organizational growth
- Flexibility, maturity and a sense of humor
- Language skills in Arabic, Farsi/Dari and/or Spanish
- Knowledge of the New Haven food system and/or nonprofit landscape

#### **Details:**

- Desired Start Date: May 2022
- Location: New Haven, CT
- This position is full-time and salaried. Salary is commensurate with experience, starting at \$50,000
- Benefits include vacation and holidays, parental leave, a flexible work schedule, professional development, and other benefits.
- The Sanctuary Kitchen Program Director will be expected to work some evenings and weekends, to support events and programs, as needed.

**To Apply:** Please email your resume and cover letter to [ashley@cityseed.org](mailto:ashley@cityseed.org) with the subject line Sanctuary Kitchen Program Director. Applications will be reviewed on a rolling basis. CitySeed is an Equal Opportunity Employer and is committed to creating a diverse, equitable, welcoming and inclusive environment for all employees and our community. We honor candidates' experiences, perspectives and identities.

**About CitySeed:** For more about CitySeed and our mission visit our website: [www.cityseed.org](http://www.cityseed.org)