

Urban School Food Alliance
Job Description

Executive Director

Overview:

The Urban School Food Alliance (USFA) is a 501(c)(3) nonprofit membership organization that serves as a professional association for executives in the nation's largest public school districts—those serving enrollments of 50,000 students or more. Working together, these districts leverage their collective influence to lead in many areas of school nutrition, including using their expertise and combined purchasing power to improve the quality and sustainability of school food supply chains. USFA is seeking new leadership as it transitions from its first Executive Director to the next person who will lead the organization forward. This position requires a dynamic, self-driven, and collaborative leader who wants to be a part of a winning team and a growing organization.

Responsibilities:

Plan and direct organizational operations and projects.

Craft and execute a revenue strategy, and oversee revenue-generating activities to maintain the organization's sound fiscal position.

Communicate with Board Members regarding goals and issues.

Establish a media presence to increase awareness of the organization at a national level.

Build relationships with elected officials and USDA staff to provide input on the management of school nutrition programs, with an emphasis on large urban districts.

Manage budgets and budget planning.

Supervise the organization's daily activities.

Manage staffing and create a positive organizational culture.

Provide the face and oversight of organizational growth.

Move seamlessly between the role's many facets.

Communicate with all stakeholders of the school food service industry to ensure pertinent information about new initiatives is shared and disseminated.

These responsibilities are not exhaustive, and additional job-related requirements may be added by the corporation, as needed.

Minimum Qualifications:

- # Minimum of 4 year Bachelor's Degree with 5+ years of school nutrition leadership and at least 4 years of non-profit leadership.
- # Working knowledge of federal procurement rules and procurement experience under the National School Lunch Program required.
- # Working knowledge of USDA Foods Program and experience in procuring USDA Foods required.
- # Experience working with policy and regulations pertaining to school nutrition program, relating issues to elected officials and USDA staff.
- # Proven ability to plan, organize, and manage multiple priorities in a dynamic environment. Able to work remotely and self-motivated.
- # Effective communication, relationship-building, leadership, and management skills.
- # Knowledge with grant writing and grant management.
- # High performer, autonomous, and result-oriented.
- # Demonstrated strength in creative problem solving, strategic thinking, and facilitating productive brainstorming to drive continuous improvement.
- # IT skills to include: Microsoft Office, meeting and collaboration platforms such as Google Workspace and Zoom, and Association Software.
- # Ability to travel a minimum of 50% of the position when necessary, and work in a complex and changing dynamic.
- # Able to give and receive information through speaking and listening, using English as the primary language.

Compensation:

1. This is a full-time position with a negotiated salary starting at \$175,000, based on experience.
2. Three weeks of personal time annually, with 2 weeks transferable to the following year. Not to exceed 5 weeks total for one calendar year.
3. All federal holidays are floatable throughout the calendar year.
4. Medical stipend of \$10,000 annually.
5. USFA contributes 3% of salary to 401K.
6. Home office monthly stipend.
7. Professional organization annual membership and certification dues/costs

Letter of interest and CV due to kwilson@urbanschoolfoodalliance.org by 5:00 p.m. CST April 24, 2026