

Senior Associate, Community Food Systems: Philadelphia, PA

The Food Trust is a nationally recognized nonprofit dedicated to ensuring that everyone has access to affordable, nutritious food and information to make healthy decisions. Headquartered in Philadelphia, The Food Trust works with neighborhoods, schools, grocers, farmers, and policymakers across the country to develop a comprehensive approach to improved food access that combines nutrition education and greater availability of affordable, healthy food. More information about The Food Trust is available at www.TheFoodTrust.org.

POSITION SUMMARY

The Food Trust is seeking an enthusiastic, creative, organized and committed leader to oversee the planning, development and implementation of The Food Trust's Community Food Systems program including multiple statewide policy and regional food systems initiatives.

The Senior Associate is responsible for the strategic oversight and direction of multiple, complex projects and program initiatives. The Senior Associate is responsible for overall management and development of program staff and programmatic operations. The Senior Associate is involved in all proposal writing, program evaluation, local and national presentations, policy advocacy and national networking efforts that involve The Food Trust's farm to school, farm to early care and education (ECE), policy and other farm to institution projects and programs. The Senior Associate reports to the Director of External Affairs.

ESSENTIAL FUNCTIONS

- Leads The Food Trust's Community Food Systems program area: manages the development, budgeting, strategic and sustainable growth and resourcing for multiple statewide, equity-focused policy and food systems initiatives.
- Develops and implements short and long-term financial, strategic and programmatic goals and objectives to achieve successful outcomes across multiple, complex programs and projects. Monitors program activities on a regular basis across multiple projects and ensures that program objectives are met.
- Manages program budgeting and contract negotiation including the development of current and prospective pipeline budgets and salary allocations.
- Cultivates relationships with funders and develops proposals; and reports on program activities to leadership and funders.
- Develops, maintains and leverages strategic relationships with external partners in public health, agriculture, child nutrition, early care and education, philanthropy and other sectors for program development. Helps guide the strategic direction and growth of partnerships and networks.
- Collaborates with The Food Trust leadership to both ensure the successful implementation of current projects and develop new initiatives to support the strategic direction of the Community Food Systems program area.
- Provides leadership and vision to center racial equity in both processes and outcomes across all Community Food Systems programs and projects.



- Provides direction, coaching, and feedback for program staff, including management of team and individual performance and successful recruitment and retention of program staff.
- Represents The Food Trust at local, state and national convenings to present upon work, liaise with partners and create new connections to potential collaborators and funders.
- Works collaboratively with other The Food Trust programs to support organization goals, including supporting the organization's work to advance racial equity internally as an organization, and externally with stakeholders, partners and funders.

KNOWLEDGE, SKILLS AND ABILITIES

- At least eight years of experience (in community food systems, public health, or other related field) with progressive leadership and demonstrated responsibility for staff supervision, planning, fundraising and budgeting.
- Strong project management and evaluation skills, with experience managing complex, multifaceted projects resulting in measurable successes and program growth.
- Content knowledge in one or more of the following areas: early childhood nutrition, ECE policy, food policy, health equity, regional food systems and/or farm to institution.
- Demonstrated experience with diversity, equity and inclusion theory and practice.
- Skilled at collaboration, with a strong track record of working cooperatively within and across teams, and through empowered community-based engagement centering the leadership of communities of color.
- Experience with grant writing and fundraising at the programmatic level.
- Supervisory experience and experience supporting staff development, ability to delegate responsibility and provide mentorship.
- Ability to work creatively, collaboratively and strategically within projects and as part of a larger organization developing strategies to support healthy food access.
- Flexibility, adaptability and organization needed to support and/or lead multiple projects and deadlines.
- Strong written and oral communication and presentation skills, both individually and in groups.
- Proficiency in MS Word, Excel and PowerPoint.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Spend a majority of time sitting at a desk working at a computer workstation keyboarding and performing routine clerical duties.
- Occasionally lift and/or move up to 10 pounds.
- Operate related office equipment and use necessary office tools.
- Primarily work seated at a computer workstation with frequent use of a keyboard.
- Specific vision abilities include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Although The Food Trust has a national presence, work is based in the Philadelphia office with some travel locally, across the state of Pennsylvania and nationally to support project activities and conferences.
- The noise level in the work environment is usually moderate.
- Position may require occasional overnight and out-of-town trips to attend conferences, seminars and meetings.

SALARY/PAY RATE: The Food Trust offers competitive pay, a comprehensive benefit program, and a supportive, mission-driven work environment where you can grow and learn both professionally and personally and be part of a great team.

EMPLOYMENT CATEGORY: FULL-TIME

JOB OPEN DATE: IMMEDIATELY

To apply: Email your *résumé and cover letter* to jobs@thefoodtrust.org. Please reference “Senior Associate, Community Food Systems” in the subject line. Please do not call.

The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.