

# The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



## SENIOR ASSOCIATE (PROJECT DIRECTOR) – CONSULTING AND CORNER STORE PROGRAMS 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 in the city and 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](http://www.thefoodtrust.org).

### POSITION SUMMARY

The Food Trust is seeking a leader with significant experience in new program development and a strong track record of innovation to work with the teams' Director to 1) lead multiple and concurrent existing healthy food retail programs throughout the U.S., 2) continuously improve these efforts and develop new initiatives that extend and deepen the impact of these programs for example through innovative distribution strategies, marketing, and community and partner engagement, 3) lead multiple sub-teams and manage multiple direct reports; and 4) work with the Director and other senior staff to fundraise for planned programs and initiatives.

The Senior Associate will work with the Director and all staff working in food retail settings to lead the continuous process improvement and innovation of, and fundraising for The Food Trust's programs in healthy food retail settings nationwide, including programs in and throughout the Philadelphia region. The Food Trust is a national leader in healthy food retail interventions and has worked both in Philadelphia and throughout the country with state and local partners to develop and implement innovative and award-winning strategies to bring more nutritious and affordable foods to underserved communities and into the food retailers that serve them – including corner stores, bodegas, neighborhood markets, rural grocery stores, and supermarkets. The Food Trust works on policy, systems, and environmental strategies as well as grassroots efforts to expand access to healthy and affordable food in retail settings, from merchandising and placement strategies, behavioral economics strategies, marketing, distribution efforts, community-clinical linkages, nutrition education, business training, and local partner and community engagement.

This position will frequently represent The Food Trust at meetings with city and state officials, policymakers, major funders and partners, store and business owners, and members of the community.

### ESSENTIAL FUNCTIONS

- Work with the Director to develop and implement innovative policy, systems, and environmental strategies as well as community-based, grassroots strategies for expanding healthy food access in underserved communities by working with food retail settings.
- Lead proposal efforts for the healthy food retail program teams including preparing backgrounders and gathering information, proposal and grant writing, budget planning, contract negotiation, and contract kick-off.
- Lead the ongoing management of assigned grants and contracts, including tracking and re-planning budgets; leading project update and grant reports; using and continually improving tools and processes for work planning, time management, and project tracking; and deliverables management.
- Work with the Director to implement professional development and internal process improvement initiatives.
- Provide daily supervision and direct the work of 4 or more direct reports, interns, and volunteers on the team.
- Manage daily work activities of assigned staff providing direction with workload assignments and tasks, review of documents, technical assistance, and meet regularly to review status of assigned objectives.
- Make decisions and/or recommendations for hiring, firing, performance evaluations, disciplinary counseling, salary recommendations, workload distribution, communication, recognition activities, and employee relations.

*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*

## **KNOWLEDGE, SKILLS, AND ABILITIES**

The Senior Associate must be able to:

- A. Understand, reflect, and support The Food Trust's mission, goals, and objectives, and represent The Food Trust as effectively with members of the community and grassroots, community-based partners as with national partners, funders, and policymakers.
- B. Supervise and direct the work of multiple direct reports, multiple teams in different geographic areas, as well as the work of matrixed staff across multiple teams.
- C. Operate with a high degree of efficiency while successfully managing multiple business development, grant management, and TA projects.
- D. Lead the development of detailed work plans, project schedules, budgets, proposals, reports, and deliverables.
- E. Lead the development of business plans and staffing plans.
- F. Develop new and innovative programs that reflect best practices in the field and in research and optimally leverage The Food Trust staff's considerable expertise and ideas.
- G. Strive for continuous process improvement in program models and interventions, ensuring work is executed in close collaboration with research and evaluation.
- H. Proactively seek and continually learn about innovation in the field and possess an up-to-date knowledge of Food Trust programs – through self-study, participating in webinars and conferences, meeting regularly with local partners and Food Trust staff, and spending time in the field.
- I. Participate regularly in Food Trust all-staff events.
- J. Collaborate effectively with other Food Trust teams and staff.
- K. Demonstrate superior written and verbal communication skills.
- L. Possess and maintain advanced skills with Microsoft Office (Word, Power Point, Excel) and comfort using cloud-based apps and software to support scheduling (e.g., Google Calendar, Outlook), time/task management (e.g., ADP, Trello, Punchtime), and communication (e.g., Go To Meeting, Slack).

## **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.

1. While performing the duties of this job, the employee will frequently stand and walk to/from or while conducting corner-store conversions or outreach; the employee will on a daily basis sit, use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
2. The employee must occasionally lift and/or move up to 25 pounds of program materials and other related documents.
3. Operate related office equipment and use necessary tools.
4. Specific vision abilities required by the job 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 characteristic 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.

1. The noise level in the work environment is usually moderate.
2. Position is full-time (40 hours/week); with a schedule of Mon-Fri, 9am - 5pm; based in The Food Trust's headquarters in Philadelphia. You must be able to be in this office during these standard work hours when not in the field or traveling for work.

3. Position involves frequent direct, field-based work in urban and rural communities with moderate to high crime and poverty rates throughout the United States.
4. Must possess a valid U.S. driver's license with insurance and access to a reliable form of transportation.
5. Although work is primarily indoors, you will be required to travel outside to partner sites and meetings, local programming sites, and other community locations on a regular basis.
6. This position requires frequent travel by air, train, and car – 1-2 overnight trips per month (of 1-3 nights' duration each, either separately or consecutively) to conferences, partner meetings, and client sites throughout the U.S. can be expected, with some month's requiring more frequent travel.
7. May require working non-traditional hours based on operational needs.

### **EXPERIENCE, EDUCATION, AND LICENSURE**

At least 8 years of experience (professional and/or educational) including healthy food access program development and implementation, including at least 3 years of project management and supervisory experience. BA/BS degree from an accredited college or university. Master's Degree in relevant program is strongly preferred. Valid and updated driver's license is required. Fluent in English (written/verbal). Conversational Spanish a plus.

**SALARY/PAY RATE:** COMPETITIVE

**EMPLOYMENT CATEGORY:** FULL TIME

**JOB OPEN DATE:** IMMEDIATELY

**TO APPLY:** Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference "SENIOR ASSOCIATE – CONSULTING AND CORNER STORE" in the subject line. Please do not call.