

The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



SENIOR ASSOCIATE, FARMERS MARKET 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.

POSITION SUMMARY

The Food Trust is seeking a Senior Associate for The Food Trust's Farmers Market Program. The Senior Associate is responsible for the planning, development and implementation of The Food Trust's Farmers Market Program, which includes a network of over 20 farmers markets in Philadelphia, and special projects related to farmers markets. The majority of The Food Trust's farmers markets are located in low-income communities and accept Philly Food Bucks, SNAP and other benefits. The Senior Associate is responsible for new market locations and development, cultivating strategic partnerships for the program, and managing the Farmers Market Program budgets and staff. The Senior Associate works with the directors and The Food Trust's finance team to build annual budgets, including revenue projections, and supports raising unrestricted funds through vendor fees and sponsorship. The Senior Associate supports special projects and grant reporting and proposal development.

This position has internal contacts with the entire staff and external contact with vendors, sponsors, city agencies, community partners and the general public. This position has access to sensitive Food Trust information and is expected to handle such information with integrity and professionalism. This position has regular contact with members of the community and is expected to represent The Food Trust in a professional manner.

The Senior Associate, Farmers Market will directly supervise full-time regular staff and will manage the hiring and oversight of seasonal market field staff.

ESSENTIAL FUNCTIONS

- A. Oversee the development, implementation and administration of the agency's Farmers Market program partnering with over 100 farmers and food producers and over 150 community groups.
- B. Co-lead overall financial health of program and strategic planning in partnership with Associate Director.
- C. Development of annual operations budget, including revenue projections from vendor fees and sponsorship, with support from manager and team. Support team in managing budgets and timely spending down of grants and sub-contracts.
- D. Direct supervision of office-based farmers market program staff.
- E. Manage external relationships as they pertain to market programs, especially those related to city agencies (Departments of Parks and Recreation, Public Health, L&I, etc.)
- F. With support of Associate Director, development of grant reports and proposals.
- G. New market development and strengthening network and program initiatives through partnerships.

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

- H. Lead recruitment and hiring for seasonal field-based farmers market team staff persons.
- I. Stay informed on City, State and Federal policies that could potentially affect network of markets or farmers or low income customers.
- J. High level oversight of vendor relations, recruitment and retention.
- K. Support for all social media and collaboration with communications department on marketing and promotional efforts.
- L. Collaboration with The Food Trust's nutrition education team for yearly planning of market-based programming and with research and evaluation team to support program evaluation efforts.
- M. Work collaboratively with other Food Trust programs to support agency goals, including supporting the agency's work to advance racial equity internally as an institution, and externally with stakeholders, partners, and funders.

KNOWLEDGE, SKILLS AND ABILITIES

- A. Strong project management skills (data gathering, critical thinking, analysis, communications) necessary to successfully execute current projects.
- B. Possesses cultural competencies for diverse groups.
- C. Project management experience, including developing work plans and schedules, and tracking/reporting progress, and program evaluation knowledge.
- D. Experience with grants / proposal writing and reporting.
- E. Supervisory experience and experience supporting staff development, ability to delegate responsibility and provide mentorship to junior staff.
- F. Ability to work creatively and strategically within projects and as part of a larger agency developing strategies to support healthy food access.
- G. Flexibility, adaptability and organization needed to support and/or lead multiple projects and deadlines.
- H. Strong written and oral communication and presentation skills, both individually and in groups.
- I. Proficiency in MS Word, Excel and Power Point.

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 educational activities; 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 climb stairs; stoop; kneel; crouch; taste or smell.
2. The employee must lift and/or move up to 25 pounds of program materials and other related documents including while climbing stairs.
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 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.

- A. Position is based in The Food Trust's headquarters in Philadelphia, and you must be able to be in this office during standard work hours (Mon-Fri, 9am-5pm) when not traveling for work. May require working occasional nights and weekends as well as the potential for overnight travel to attend conferences, seminars, and meetings.
- B. The noise level in the work environment is usually moderate.
- C. Work is outdoors and indoors. Travel to meetings, partner/field sites, and other community locations/special events are required on a regular basis.

EXPERIENCE, EDUCATION AND LICENSURE

Minimum Experience: At least eight years progressively responsible experience within a community-based organization. Preference for experience with food systems, public health, or community and/or economic development.

Minimum Education: BA/BS degree from an accredited college or university. A Master's degree in a related field is preferred.

SALARY/PAY RATE: COMPETITIVE

EMPLOYMENT CATEGORY: FULL TIME

JOB OPEN DATE: IMMEDIATELY

TO APPLY: Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference "Farmers Market Senior Associate" in the subject line. Please do not call.