



## Senior Associate (Project Director)

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).

The Food Trust is seeking an accomplished and engaged Senior Associate, based in Philadelphia, to lead a two-year effort based in Cleveland–Cuyahoga County, Ohio. The Food Trust’s Senior Associate will serve as the Philadelphia-based overall Project Director for the recently awarded “Collaborative, Comprehensive Approach to a Healthier Cleveland and Cuyahoga County” project. For more information about the project, please review the 2016 FARE Newsletter article [Reflecting on the Planning Process](#) and the recent report [Food Access Raises Everyone: A Collaborative, Comprehensive Approach to a Healthier Cleveland and Cuyahoga County](#).

Over a period of two years, the Senior Associate will work closely with Cleveland–Cuyahoga County stakeholders, leaders, community groups and existing coalitions to engage local residents in activities in support of local strategic planning efforts. The Senior Associate will work collaboratively to leverage resources and share successful models and innovative strategies related to food access, nutrition education, public policy and more by providing technical assistance to local partners. This project intends to build the capacity of, and increase coordination among, local partners so that they can continue to improve health outcomes for residents.

Key responsibilities include:

- Project planning, including time and budget estimation, developing work plans, creating project schedules, managing staff planning, and working with other teams and colleagues to communicate and plan resource needs
- Project tracking, including monitoring actual work progress against plans, monitoring and managing project documents and schedules
- Facilitating and maintaining active communication with Cleveland–Cuyahoga County colleagues
- Ensuring effective and timely coordination among all Philadelphia-based Food Trust staff working with partners in Cleveland–Cuyahoga County
- Maintaining positive working relationships with all internal and external partners in Philadelphia and Cleveland–Cuyahoga County

**Qualifications:** 10+ years of related work, volunteer or academic experience preferred. 5+ years of project management experience required, including development, implementation, fundraising, strategic planning, coalition building and reporting; supervising multiple staff and project partners. A bachelor’s degree from an accredited college or university is required. Master’s degree in a related field is preferred. Position is based in Philadelphia, PA, with travel to Cleveland–Cuyahoga County as needed.

**Salary:** Competitive, based on education and experience

**Employment Category:** Full-time, two-year grant

**Job Open Date:** Immediately

**To apply:** Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference “**Senior Associate-Philadelphia**” in the subject line. Please do not call.

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!

***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.***