

Position Description: Project Manager, Nutrition Incentives (Philadelphia)

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| Position: Program Manager, Nutrition Incentives | Department: 141/Nutrition Incentives |
| Reports to: Associate Director, Nutrition Incentives | FLSA Status: Non-Exempt |
| Revised: October 2023 | Classification: Regular Full-Time |

Position Summary

The Food Trust is seeking a full-time Program Manager based in the Philadelphia area to manage the Food Bucks and Food Bucks Rx programs, a regional effort that provides incentives for fruit and vegetable purchases in multiple food retail and healthcare settings. The Program Manager works closely with local businesses, healthcare systems, and community partners to ensure successful implementation and launch new programming. In addition, the Manager collaborates with other nonprofit, community and government entities on project implementation and evaluation, and is expected to represent The Food Trust in a professional manner. The position includes time in the office working on program administration and data analysis, as well as time in the community conducting programming, partner recruitment and outreach.

Essential Functions

- Manage all programming, administration and operational functions of the Food Bucks program in assigned geographic region and support statewide operations.
- Work closely with retailers, IT professionals and other partners to develop technology for incentive models.
- Provide trainings and outreach to retail staff and community groups.
- Supervise staff and support hiring, onboarding, training and employee assessments.
- Track objectives and milestones in coordination with internal and external evaluation efforts.
- Act as a program ambassador in meetings throughout the region and support public relations activities.
- Monitor the budgeting and disbursement of Food Buck incentives; track program activity through cloud-based database.
- Search for program expansion opportunities with new partners and retail locations.
- Contribute to grant management and proposal writing
- Support fundraising and consider strategies for long-term program sustainability.
- Conduct in-store events, including taste tests and basic nutrition education.
- Provide consultation and help coordinate other projects as needed at a regional and national level.
- Regular local travel around region; occasional travel to other U.S. locations
- Other duties as assigned within the scope of position expectations

Knowledge, Skills and Abilities

- Understanding of and dedication to The Food Trust's mission and core programs
- Demonstrated commitment to valuing diversity and contributing to an inclusive working environment
- Ability to work effectively both independently and in a team environment
- Experience in a non-profit setting and/or familiarity with one or more of the following areas is preferred: SNAP program, nutrition incentives, food retail, nutrition, healthcare, or other social services
- Strong interpersonal skills as demonstrated by compassionate, courteous, cooperative, and professional interaction with diverse groups of coworkers and external partners, including corner-store owners, healthcare staff, and community members
- Strong written and oral communication skills, and ability to effectively communicate and present ideas and information to individuals and groups
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment
- Ability to provide critical thinking, analysis, and evidence-based recommendations of data and trends.
- Strong working knowledge of Microsoft Office and Google Workspace applications and facility learning and utilizing additional technologies
- Ability to travel throughout southern NJ and eastern PA, most often in Philadelphia and Camden, in order to conduct programs in diverse geographies; infrequent national travel possible

Experience, Education and Licensure

- 4-6 years of related work experience in a professional setting required
- Familiarity with nutrition incentives, produce prescriptions, food access, healthy food retail, community outreach, SNAP, Medicaid, or other social services preferred
- Valid driver's license and consistent access to a reliable vehicle required
- Bachelor's degree preferred
- Spanish proficiency preferred

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.

- While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to 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.
- The employee will regularly spend time sitting at a desk working at a computer workstation keyboarding, using a telephone, and performing routine clerical duties.
- The employee must occasionally lift and/or move up to 25 pounds.
- The employee will operate related office equipment and use necessary tools.
- 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.

- The noise level in the work environment is usually moderate.
- This position involves frequent travel (work-related travel expenses are reimbursable). Familiarity with the greater Philadelphia region is strongly preferred.
- Position may require occasional trips to attend seminars and meetings.
- May require working non-traditional hours (infrequent) based on operational needs.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

How to Apply

Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference "Nutrition Incentives Program Manager" in the subject line.

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.