

Position Description: Senior Manager, Farm to School

Position: Senior Manager, Farm to School	Department: Nutrition Education
Reports to: Associate Director, Farm to School	FLSA Status: Exempt
Revised: March 2025	Classification: Regular Full-Time

Position Summary

The Food Trust is recruiting a Senior Manager of its Farm to School department to manage projects related to school-age programming in schools and community sites, as well as farm to school projects and ECE programming in both Pennsylvania and New Jersey.

The Senior Manager will lead the day-to-day management of several projects focused on the school age and ECE audience, both through direct education and PSE work. This includes program planning, management of current initiatives, operations, training and developing staff, ensuring the integrity of programming, monitoring deliverables, grant writing, as well as identifying opportunities for new initiatives. They will also support evaluation focused on the school and early childhood age audience.

The Senior Manager will coordinate with other teams at The Food Trust, sharing and modeling techniques, strategies, best practices and challenges in order to trouble shoot, expand and strengthen school age and ECE programming. They will participate in leadership team meetings and identify opportunities for collaboration across program areas. The Senior Manager will also play a key role in helping to shape the strategic direction of the department and The Food Trust as a whole.

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

The Senior Manager will report directly to the Associate Director, Farm to School and participate in department activities and projects as necessary.

Essential Functions

1. Oversee programming and projects related to the school age and ECE audience, including direct education and PSE work, in school and community-based settings. This includes program planning, oversight of operations, creation of systems, staff training, monitoring deliverables, and supporting evaluation initiatives.
2. Support farm to school activities locally as well as statewide initiatives.
3. Identify opportunities for diversified funding and lead grant writing and report writing for funding opportunities that support the school age audience. Support budget management.

4. Support community engagement work as applicable.
5. Develop and maintain relationships with external partners and key stakeholders
6. In consultation with department leadership, work to recruit and retain diverse, well-qualified program staff. Supervise program staff by providing training, coaching, and feedback.
7. As a part of the leadership team, the Senior Manager is expected to attend leadership team meetings, identify opportunities for collaboration across program areas and support agency-wide planning efforts.
8. Contribute to strategic planning for the department as well as TFT as a whole.
9. Directly supervise Nutrition Education program managers.

Non-Essential Functions

1. Attend relevant workshops or join professional industry groups as necessary to maintain professional knowledge.
2. Adheres to The Food Trust's security guidelines and ensures the appropriate handling of sensitive information.
3. Facilitates and attends relevant staff meetings to promote communication and execution of goals.
4. Completes special projects specific to the function of the department or as needed for the department as directed by the supervisor.
5. Other duties as assigned within the scope of position expectations.

Knowledge, Skills, and Abilities

- A. Understanding of The Food Trust's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- B. Knowledge and ability to deliver adult and child educational learning techniques, strategies, and practices.
- C. Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- D. Knowledge of the concepts and practices associated with cultural competencies, ability to communicate and foster relationships with a diverse group of individuals.
- E. Ability to supervise others.
- F. Ability to travel in and around the Philadelphia region to conduct educational programs in diverse areas.
- G. Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- H. Ability to operate a computer and use a variety of common software programs including Microsoft Office.
- I. Effective written and verbal communication skills.
- J. Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external business partners, corner-store owners, and the community.
- K. Adheres to all The Food Trust and departmental policies and procedures.
- L. Attends all The Food Trust in-services as required.

Experience, Education, and Licensure

Minimum Experience: 4-6 years of related experience; 1+ years of supervisory experience

Minimum Education: BA/BS degree from an accredited college or university in a related field of study 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.

1. While performing the duties of this job, the employee will frequently stand and walk to/from or while conducting classroom and 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 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 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.

1. The noise level in the work environment is usually moderate.
2. Although work is primarily indoors, you will be required to travel outside to community locations/special events on a regular basis.
3. Position may require occasional trips to attend conferences seminars, and meetings.
4. May require working non-traditional hours based on operational needs.

How to Apply

Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference “Senior Manager, Farm to School” 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.