

## Position Description: Senior Manager, Cooking Matters

<b>Position:</b> Senior Manager	<b>Department:</b> 122/Community Nutrition
<b>Reports to:</b> Deputy Director	<b>FLSA Status:</b> Non-Exempt
<b>Revised:</b> September 2025	<b>Classification:</b> Regular Full-Time

### **Position Summary**

As part of our suite of nutrition education offerings, The Food Trust has acquired Cooking Matters, a nationally recognized nutrition education program that includes interactive, evidence-based curricula and resources for children, families and adults. The Food Trust is recruiting a Senior Manager to oversee all programming, administration and operational functions of The Food Trust's Cooking Matters programming locally, regionally and nationally. The Senior Manager is responsible for staff training and support, program oversight, program evaluation, program expansion, recordkeeping and collaborating with The Food Trust staff.

This position will also support the Deputy Director and Associate Director in developing and tracking grant deliverables and metrics and participating in strategic planning. Additionally, the Senior Manager will support budget monitoring, grant writing and building strategic partnerships related to Cooking Matters programming.

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 supervise and regularly direct the work of staff implementing Cooking Matters programming. The Senior Manager is a member of the Leadership team and will report directly to the Deputy Director and participate in department activities as necessary.

### **Essential Functions**

- Provide oversight of Cooking Matters programming locally, regionally and nationally, including partner training and technical assistance, staff training, program implementation and representing the program internally and externally.
- Train, supervise and support staff responsible for Cooking Matters delivery, ensuring high-quality program implementation.
- Work with leadership to establish and monitor program goals, deliverables and metrics for all Cooking Matters projects. Work with external evaluators to assess program outcomes and recommend improvements.
- Monitor and track grant deliverables and data collection for Cooking Matters. Work with Deputy Director and Associate Director to submit grant reports to funders.

- Manage day-to-day program operations including material orders, training staff on implementation, and partner technical assistance requests.
- Identify opportunities for growth and expansion.
- Build strategic partnerships with funders, community partners and implementing agencies nationwide.
- Assist in budget monitoring, grant writing and the development of proposals to support and grow Cooking Matters programming.
- Support updating and adaptation of Cooking Matters suite of materials.

### *Supervisory*

- Provide ongoing training to staff implementing Cooking Matters programming.

### **Non-Essential Functions**

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

### **Knowledge, Skills and Abilities**

- 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.
- Knowledge of the concepts and practices associated with fresh food retail, small business development or social enterprises.
- Ability to travel to the Philadelphia region on occasion to conduct community outreach in diverse areas.
- Ability to supervise and direct the work of others.
- Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office, Access database, Excel and customized databases.
- Strong written and verbal communication skills and effectively communicate with and persuade 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 effectively and efficiently coordinate programming and special events.
- 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.

- Adheres to all The Food Trust and departmental policies and procedures.
- Attends all The Food Trust in-services as required.

### **Experience, Education and Licensure**

**Minimum Experience:** 5-8 years of related experience working in community nutrition education, public health or a related field; at least 3 years of direct experience implementing Cooking Matters programming; at least 3 years of experience in partner and community engagement work; experience conducting virtual and in-person trainings, including webinars and technical assistance is preferred.

**Minimum Education:** BA/BS degree from an accredited college or university in a related field of study strongly desired, but not required.

**Language:** Proficiency (written and verbal) in English & Spanish is 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 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 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 corner-stores and other 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.

*The Food Trust reserves the 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](mailto:jobs@thefoodtrust.org). Please reference “Cooking Matters Senior 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.*