

Position: Food Access Program Manager
Reports to: Executive Director
FLSA: Exempt
Hours: Full-time, 40 hours per week, salaried
Mon-Fri, some evenings, some weekends, as needed
Rate: \$44,000-\$46,000, plus health stipend, PTO/vacation, and holidays

Position Summary:

The Food Access Program Manager, in collaboration with key staff, core partners and contract/volunteer professionals, manages a metro-wide nutrition incentive match program for locally-grown produce purchased with SNAP (food stamps), Senior Farmers Market Nutrition Program vouchers and other food access programs at participating farmers markets and retail food outlets.

Essential Functions & Responsibilities

- Overall Program Management: Ensures that the program is impactful, functional and evolving in response to internal and external opportunities, needs, and changes in the low-income food access environment; develops ongoing strategic plans for program development, planning, and implementation.
- Partnerships, Marketing, and Communications: Maintains and extends partnerships with program collaborators and potential collaborators; coordinates the promotion of the food access programs within the community, including efforts to connect with markets, market customers, program beneficiaries, agencies, community-based organizations, and potential funders.
- Farmers Markets and Retail Sites: Oversees program participation at partner sites; monitors nutrition incentive distribution and usage; ensures that partner locations are trained and supported in program implementation.
- Data Collection and Analysis: Tracks and analyzes usage data in support of program evaluation, grant reporting and policy advocacy.
- Policy: Monitors local, state, and federal policies and legislation for impact on SNAP, Farm Bill, SFMNP, etc.; engages in policy efforts as needed.
- Budget Management: Manages annual program budget; develops annual and multi-year budgets in cooperation with the Director of Finance & Administration.
- Administration and Management: Prepares board reports; maintains program documents and record keeping systems.
- Supervision: Acts as Food Access team lead, currently overseeing one other employee.
- Grants: In partnership with the development and finance teams, manages grant and contract relationships and obligations.
- Fundraising: Works with Development staff to secure funds for program operations and future growth.
- Other tasks as assigned.

Placement Criteria

- Understanding of the KC metro food system, including farmers markets, their operations, structure and role in healthy food access;
- A college degree in food systems, social services, or other related field
- Knowledge of federal nutrition programs, and all tiers and nuance of relevant food policy and regulations that affect food access; and
- Skills sets that include project planning/ management, communications, budgeting, recordkeeping, presentation software, database management.

Physical Demands

Must be able to work well with others and demonstrate effective listening; job will require both independent work and working with groups.

Work Location

This is a remote position; however, some in-person local meetings are required. If needed, office space is available at our Westport Commons Plexpod location at 300 E. 39th St, Kansas City, MO 64111.

To Apply

Please send 1) a cover letter indicating why you are interested in working with Cultivate KC and how you are aligned with our mission, 2) a professional writing sample (examples: program report, grant summary, research document, etc.) and 3) your resume to jobs@cultivatekc.org.

Timeline

We hope to offer the position by the end of August 2022.