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, 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.