

Program & Grants Manager Job Description
Food Literacy Center
Sacramento, CA



About Us:

At Food Literacy Center, ***we inspire kids to eat their vegetables.*** Food Literacy Center came to life in July 2011 to fill a critical gap: we engage volunteers and staff to help kids improve their knowledge, attitude, and behavior towards healthy food. Partnering with SCUSD and community partners, we teach food literacy education to K-6th graders in low-income schools, using fun, approachable lessons teaching kids to cook, about nutrition, and how to improve their health. Our kids become food adventurers!

Why our work matters:

- Despite being America's Farm-to-Fork Capital, Sacramento has a 40% childhood obesity rate, and many students and families live in food deserts.
- Obesity disproportionately affects low-income and minority children.
- Obesity is now regarded as more damaging than smoking or drinking.
- Being overweight can negatively impact a child's self-esteem, behavior, and academic performance.
- All of these problems are preventable--if we eat our vegetables. But we have two generations of Americans who do not know how. That's where we come in.

We believe food literacy matters. Learn more about us at www.foodliteracycenter.org.

About this Peachy Position:

Reporting to and in partnership with the Program Director, this role will manage the program implementation and provide grants management to ensure Food Literacy Center can achieve its growth goals in support of the strategic plan. This is an opportunity to manage an impactful and scalable program model.

Here's what you'll do as our Program & Grants Manager:

Program implementation and management

- Oversee high-quality program implementation with model fidelity; this includes day-to-day management as well as long-term management
- Create program implementation strategy and systems to ensure smooth, efficient, and successful execution.
- Serve as the secondary liaison to external school and community partners. Develop and maintain strong relationships with stakeholders. Assist the Program Director in business development activities as needed.
- Guarantee programmatic operational success by ensuring high-quality program delivery and ongoing evaluation
- Support in the collection of program data

- Recommend improvements and enhancements to the program model, design, delivery, and implementation using data to inform recommendations

Team management

- Hire, coach, and manage a growing program staff to meet or exceed goals.
- Manage all orientation and training of program staff as needed
- Ensure strong team management and ongoing professional development as it pertains to program delivery, quality control, and program evaluation
- Provide support on classroom management strategies

Grants management

- Lead on providing grant management in collaboration with the Program Director. This role will be responsible for overseeing and delegating grant duties, such as grant writing, editing, tracking, reporting, submissions, and the like.
- Maintain a grant calendar to ensure all details are tracked and shared across the organization.
- Arrange and support with site visits, as needed

Other duties as assigned.

All About You!

You'll be successful in this position if you:

- Possess a deep commitment to the mission of Food Literacy Center.
- Hold a Bachelor's degree or equivalent work experience, preferable in education, nutrition, farm to school, agriculture, or a closely related field in a nonprofit or school setting
- Three or more years' experience in nonprofit program management and/or similar leadership roles
- Direct people and project management experience
- Excellence in organizational, managerial, and communication skills
- Prior nonprofit grant writing and management experience
- Positive, can-do attitude with a solutions-oriented mindset
- Attention to detail and the ability to operate with considerable independence to effectively establish priorities and work accurately under time constraints.
- Outstanding problem solver with the ability to make sound decisions and the ability to juggle multiple projects and priorities simultaneously
- Proficient working knowledge of technology, computers, and software; ability to troubleshoot issues as needed
- Experience implementing program evaluation systems
- Knowledge of school systems, student learning best practices, and program implementation strategies. Teacher and/or school leadership experience is a plus.
- Strong project management skills managing complex, multifaceted projects

resulting in measurable successes

- A deep commitment to working with students and families from diverse communities and backgrounds
- Bilingual, specifically English/ Spanish or English/Hmong fluency, is a plus

Extra points if you have:

- Have experience working with food literacy
- Have experience working with nonprofits
- Have basic cooking skills (home cooking is OK!)
- Speak Spanish or Hmong

Other Things to Know:

We offer a unique, vegetable-oriented work culture that celebrates teamwork, health, and vegetable eating.

- This is an exempt position that starts at \$65,000/year DOE.
- Most programming follows the school year calendar, with occasional breaks during holidays and transitioning between each session.
- Given that we are a start-up nonprofit in growth mode, a flexible schedule is necessary. This position may require some nights and weekends
- You'll need to be able to lift 50 lbs
- This position requires you to travel throughout Sacramento, so reliable transportation and a California driver's' license are required
- There is moderate local travel required in this position -- you'll be traveling back and forth between offices and schools.
- We love our veggies, so a vegetable costume may be worn on occasion
- Because food literacy is at our core, we require all employees to successfully complete Food Literacy Academy certification
- Additionally, you must pass a Department of Justice background check and have a negative TB test.
- Proof of COVID vaccination and boosters is required.

Job Details

- Reports to: Program Director
- Location: Sacramento, CA working in-person (no hybrid or telework)
- Pay range:
- Benefits:
- Classification: Full-time, exempt

Ready to apply? Great! Check out next steps below.

Please submit a resume and thoughtful cover letter outlining the unique value you will bring to our organization to evelyn@foodliteracycenter.org, subject: Program & Grants Manager-Last Name. This position will remain open until filled.

*Food Literacy Center is an Equal Opportunity Employer. We encourage applicants of a diverse background to apply.
Benefits include cell phone reimbursement, health care, and a generous PTO package.*