



POSITION AVAILABLE: Program Manager – School-based Programs

Job Overview and Requirements Eager to use your leadership, organizational, and communication skills to contribute to food security? Do you want to be challenged and grow at an organization that values equity and community engagement, have a lot of fun, and make a significant impact? Manna Food Center is seeking a Program Manager to lead our school-based food assistance programs, designed to deliver food support to families through partnerships with Montgomery County schools.

Our Story: Manna Food Center has been providing food assistance to residents of Montgomery County, MD for over 35 years. Through food distribution programs, nutrition education, and local advocacy Manna is creating a community where all people at all times have access to safe, sufficient, nutritious food in order to lead fulfilling lives and contribute to making Montgomery County a place where all live in dignity. For the past seven years Manna has prioritized nutrition as part of our strategy for a hunger-free Montgomery County.

We are in need of an experienced manager who can work with the rest of the Programs team to shape and implement an ambitious strategic plan. The Program Manager is responsible for planning and promoting the school-based programs at Manna. The Manager will also create and execute monitoring and evaluation strategies to ensure that program outcomes are met.

Reports to: Director of Programs and Policies

Essential Responsibilities

- Develops programmatic strategies for school-based food assistance
- Communicates those strategies and their expected results to Logistics Team so that program objectives are successfully achieved
- Establishes and maintains multi-sector relationships with community partners, school coordinators, and other stakeholders needed to support program maintenance and expansion in alignment with organizational goals
- Researches, develops, and executes program enhancements and innovations to match organizational and County-wide goals and priorities
- Monitors and evaluates program impact
- Drafts Standard Operating Procedures to ensure consistent program quality over time.
- Oversees menu of foods provided in weekend bags based on recipient feedback and budget capacity. Communicates changes to Logistics Team as necessary
- Manages program budget.
- Contributes to the Programs Team's efforts to shape the strategies Manna uses to promote food security and community health
- Collaborates with the Development and Communications Team to:
 - Ensure program goals, statistics, and outcomes are incorporated into grant applications, contract scopes, and reports to support revenue generation and sustainability
 - Engage program sponsors/donors
 - Tell the stories of program participants and the impact these programs have on their lives

Our Hiring Process

We will accept and review **resumes with cover letters** until the position is filled.

Please submit your resume and cover letter to jobs@mannafood.org.

If your resume wows us, you will be contacted to schedule a phone interview. Finalists will be invited to attend an in-person one-hour interview before we make a formal offer.

Manna Food Center is an equal opportunity employer. We are focused on equity and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different. The ideal candidate for this position would have a demonstrated knowledge of the intersection between poverty and race and have experience working in communities of color.

Essential Requirements

- A great sense of humor!
- Commitment to Manna's mission, vision and core values of Respect, Service, and Partnership.
- Minimum of 2 years of experience or education in program management, program evaluation, partner development with a focus on community food security.
- Excellent organizational skills and superb attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize and execute on a wide variety of diverse and concurrent responsibilities.
- Experience working successfully in teams and collaborating with diverse staff and volunteers.
- Proven proficiency with Microsoft Office software suite, especially Excel.
- Strong oral and written communication skills.
- Program delivery experience is an asset.

Compensation and Benefits

Salary range of \$42k – \$47k with the opportunity for an annual merit-based raise. Salary negotiable and based on experience. Full-time, exempt position, working 40 hours per week. We believe in work-life integration and are committed to keeping the workload in alignment with the true hours worked. 10 days of paid vacation, 10 paid holidays (including employee's birthday), 3 paid personal days, and 10 days paid health leave yearly.

Upon successful completion of 60 days of employment, we offer an optional employee health plan and, after 90 days, the option to invest in an Individual Retirement Account (IRA) with Manna matching employee contributions up to a maximum of three percent of pay.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move objects up to 50 pounds. The employee must be able to stand continuously for up to 3 hours at a time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Conditions

While packing and distributing food, the employee may be exposed to a wide array of environmental conditions including extreme heat and cold, rain, snow and ice. The employee must be able to work in these conditions for up to 3 hours at a time.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification and are subject to change at any time. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Manna is an Equal Opportunity Employer.

Manna Food Center is committed to serving as an ally for racial justice and is proud to be an equal opportunity employer. We are fully committed to equity and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, and national origin. Applicants with lived experience of our service area are encouraged to apply.

Salary Range: \$42k - \$47k