

# COMMUNITY FOOD PROGRAM MANAGER

---

## About the Center for Land-Based Learning

The mission of the Center for Land-Based Learning is to inspire, educate, and cultivate future generations of farmers, agricultural leaders and natural resource stewards. The Center for Land-Based Learning cultivates opportunity for youth, for agriculture, for business, for the environment. A statewide nonprofit based in Woodland, CA, CLBL develops adaptive people and ecosystems by inspiring and training leaders to dig into themselves and the land in new ways. Now, we are seeding a vision for the future of agricultural and ecological stewardship in the Golden State and, with the right team members, we can bring that vision to fruition. Our organization values diversity, equity, and belonging and strives to be an inclusive and welcoming community.

---

## Position Overview

The Community Food Program Manager is responsible for all aspects of the Community Food Program. Duties include managing the program's four main initiatives: the Mobile Farmers Market, Community Food Ambassadors, Riverfront Urban Farm, and Sycamore Trail Fruit Forest. Responsibilities will include oversight of the Mobile Farmers Market operations and execution; building relationships with community partners; sourcing produce for the MFM from local and beginning farmers; exploring ways to expand the mobile market's impact on food security in the region; cultivating new program opportunities; responsible for the internal and external communications of the program. Other duties include supervising respective staff in their coordinator roles for Riverfront Urban Farm and Sycamore Trail Fruit Forest in West Sacramento, and the Community Food Ambassador program for all of Yolo County.

---

## Job Details

- **Location:** Woodland CA (Satellite office in West Sacramento, CA is available for various staff use but this role will report in the Woodland, CA where headquarters is located.)
- **Classification:** Exempt, Full-time
- **Salary Range:** \$66,433 - \$89,880/annually. DOE.
- **Benefits:** Medical, vision, and dental benefits & access to Flexible Spending Accounts, supplemental insurance, 401(K)/Roth IRA options, Paid Holidays and Vacation/Sick leave.

---

## Qualifications

The Program Manager should have experience, interest and passion in local food systems and its role in supporting an equitable marketplace for consumer and producer. The Manager should have experience in developing and maintaining high-quality, community-based programs that engage multiple, diverse audiences and partners. This person will need to have excellent people skills, demonstrate a growth mindset, show creativity, and have the capacity to work on multiple projects at a time. The Program Manager should be organized, self-motivated, proactive, and capable of working effectively both alone and with a larger team.

- BS or Master's in Business, Sustainable Food Systems, Community Development, Social Science or some related field; or the equivalent combination of education and years of experience.
- Minimum five years of experience working in program management, preferably with non-profit organizations; and has ideally managed programs and staff with a minimum of \$350,000 annual budget, and 2-3 staff.
- Advanced computer skills, especially with Microsoft Office Suite, Google G Suite, web browsers, social media, and email.
- Outstanding written and oral communication skills.
- Outstanding people skills.

- Demonstrates organizational skills; detail oriented with high accuracy, and the ability to work on multiple projects.
- Experience working with a non-profit or a community development program.
- Experience and skills to work independently or within a team setting as situation requires
- Ability to lift 40lb produce boxes and be on their feet for 8hrs a day.
- Valid driver's license required to fulfill job duties.

**Preferred Qualifications:**

- Experience managing grants from a program implementation perspective, including tracking deliverables, monitoring budgets, and reporting outcomes.
- Strong understanding of the relationship between program goals and grant compliance.
- Ability to translate programmatic needs into fundable proposals and measurable results.

***Core Responsibilities***

---

**Mobile Farmers Market 30%**

- Oversee operations for all of the Mobile Farmers Market.
- Oversee the expansion and strategic planning of the Mobile Farmers Market.
- Explore, develop and maintain partnerships with local community organizations, businesses, government offices, and other non-profit organizations leading to collaborative programming around the mobile market, food access, and locally-grown food.
- Perform an annual program evaluation with a priority on the Mobile Farmers Market, analyzing data to forecast opportunities and challenges in the coming year.
- Responsible for managing and executing the marketing collateral and social media to promote the Mobile Farmers Market.

**Grant Management 30%**

- Research and write private, state, and federal grants to sustain and grow the program.
- Lead and oversee programmatic aspects of grant management, ensuring alignment of grant activities with organizational goals and objectives.
- Collaborate with Contracts Manager to support proposal development, budgeting, and reporting, ensuring compliance with funder requirements.
- Track and monitor grant deliverables including reporting requirements of awarded grants.
- Monitor program performance and outcomes related to grant deliverables, using data to inform continuous improvement.
- Coordinate cross-functional teams to ensure timely execution of grant-funded initiatives.

**Staff Stewardship 20%**

- Manage employees within the CFP Program and perform annual performance evaluations.
- Manage the programmatic direction and responsibilities of the Community Food Ambassadors, Riverfront Urban Farm, and Sycamore Trail Fruit Forest.
- Supervise the West Sacramento Coordinator in their role to effectively organize and lead the year-round operations of the Riverfront Urban Farm, Sycamore Trail Fruit Forest, and West Sacramento Mobile Farmers Market.
- Supervise the Woodland Coordinator in their role to effectively organize and lead the Community Food Ambassador Program and the Greater Woodland Mobile Farmers Market.

**Admin 10%**

- Create and manage an annual program budget.
- Coordinate and report financial transactions and recordkeeping with administrative staff.
- Collaborate with Marketing Manager to design marketing and program collateral.
- Participate in leading farm tours, agritourism events, community workdays, field trips, and other program public engagements.

- Provide program-related updates to community partners and funders.

### ***To Apply***

Please submit a resume with references and a thoughtful cover letter outlining the unique value you will bring to our organization to HRtoGO at **hr@hrtogo.com with subject line:** Community Food Program Manager - *"Applicant's Last Name."* Application review will begin August 8, 2022 and this position will remain open until filled. For more details, please see email [hr@hrtogo.com](mailto:hr@hrtogo.com) and your question will be directed.

### **\*\*\*Equal Employment Opportunity Policy\*\*\***

The Center for Land-Based Learning provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Center for Land-Based Learning is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Center for Land-Based Learning will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact **hr@hrtogo.com**.