



**LOS ANGELES
FOOD POLICY
COUNCIL**

**JOB ANNOUNCEMENT:
PROGRAM DIRECTOR, HEALTHY NEIGHBORHOOD MARKET NETWORK
LOS ANGELES FOOD POLICY COUNCIL**

ORGANIZATIONAL SUMMARY

The Los Angeles Food Policy Council (LAFPC) is a collective impact initiative working to ensure food is healthy, affordable, fair and sustainable for all. Through policy creation, cooperative relationships and innovative projects, our goals are to close the gap in access to healthy food and food assistance programs, cultivate a fair local food economy, protect environmental resources and foster a diverse regional movement for Good Food.

PROGRAM SUMMARY

The Healthy Neighborhood Market Network (HNMN) is a program that builds the capacity of corner store and neighborhood market owners to successfully offer healthy food in under-served communities. This nationally recognized program has demonstrated success in both breadth and depth of improved access to healthy food in low-income communities through the neighborhood market sector, touching nearly 60 small businesses annually and achieving transformative health-promoting changes with a cohort of corner stores every year. Activities of the program include multi-lingual training events for small markets, corner stores and other small food enterprises; facilitating community partnerships and providing technical assistance for store owners who are interested in becoming healthy food businesses.

POSITION DESCRIPTION

LAFPC is looking for an experienced and motivated individual to lead the Healthy Neighborhood Market Network. This position would oversee both the administrative and programmatic activities involved with the Healthy Neighborhood Market Network, including program planning and evaluation, reporting, technical assistance to stores, event planning, and strategic partnerships. The Program Director will also be an important contributor to a related project called COMPRA Foods, which is a produce delivery service for corner stores collaboratively led by LAFPC and two partner organizations. An ideal candidate is experienced in non-profit program management, passionate about health and social change, and also has a passion for building up small businesses in low-income communities. The Program Director will be joining a small, dynamic and diverse team of 7-9 people in an innovative work environment located in Downtown Los Angeles.

ESSENTIAL FUNCTIONS

Program Management and Strategic Leadership (35%)

- Supervise a team of 2-3 staff to ensure program activities and projects are aligned with program and organizational goals and mission
- Regularly track and report on overall program budget (approximately \$500k budget with multiple funding streams, including restricted government grants) and work with team to execute specific store project budgets, expenses and invoices

- Cultivate partnerships for specialized consulting services and strategic projects, and oversee contracts with consultants
- Collaborate with team to plan and execute training events that support store owners to gain additional skills and resources in healthy food retail
- Ensure consistent documentation and organization of client files for transformation projects, including permits, sub-contracts, invoices, etc.)
- Report on project progress, prepare reports for grants, year-end reports, and city and county officials
- Improve program infrastructure, including evaluation, technical assistance strategies, documentation, and filing and reporting, as needed
- Public speaking engagements about the program and the importance of healthy food retail, food access and health equity
- Represent LAFPC and the HNMN program at community events, with news outlets and elected officials

Project Management of Corner Store Transformations (35%)

The Program Director will manage 3-4 of the program's highest impact healthy food retail projects, in which small businesses undergo a visual, physical change to focus on serving the community with healthy food. Store Transformation projects includes more intensive technical assistance in addition to store layout and design, physical modifications, and interior and façade improvements.

- Manage an increased level of technical assistance in all areas, including inventory procurement and strategy, produce management, merchandising and display, marketing and branding, and community relationships and support.
- Coordination with additional consultants, including marketing consultants, inventory specialists, design team to facilitate façade and/or interior aesthetic changes, such as new shelving, new painting, and new signage), and any additional individuals, businesses, or firms that can support the store transformation process.
- Working with a design team to facilitate façade and/or interior aesthetic changes, such as new shelving, new painting, and new signage),
- Work with team to collaborate or assign team members to store transformation projects.
- Regularly check in and manage team members to adhere to rules and regulations, requirements of grants, budgets, timelines, and store owner needs.

Technical Assistance to Corner Stores (20%)

Technical assistance includes building the capacity and infrastructure of food business operations, including procurement, inventory handling, and storage needs; and working to build and augment marketing and branding efforts, including physical store layout, healthy food signage and promotion, and marketing tools. The Program Director will work with 3-4 light TA clients, and supervise staff for a caseload of 15-20 clients annually.

- Interface with store owners through introductory meetings, intake, assessments, consultations, and project meetings to guide them through the technical assistance process
- Guide technical assistance process with corner stores, with a special focus on stores who may not need full transformation support, but do need robust support in terms of supplies, time, and plans
- Troubleshoot project implementation issues and identify cost-effective solutions
- Lead communications with stores interested in financing business development; Work with client to identify appropriate financing solutions, if necessary, and plans for repayment
- Develop materials, such as worksheets, documents, manuals, checklists, and other tools to support the team to implement technical assistance.
- Serve as primary lead with clients who are monolingual Spanish speakers

Program Outreach (10%)

- Manage team in outreach for Healthy Neighborhood Market Network and COMPRA Foods
- Work with team to enroll 15-30 stores annually using established intake process

MINIMUM REQUIREMENTS/QUALIFICATIONS

Relevant skills and experience related to this position include non-profit program design, management and evaluation; community engagement; small business assistance; community development; financial management and/or contract compliance; partnership development and strategic thinking. A strong candidate will have strong familiarity with food business dynamics and experience working with under-resourced communities; is entrepreneurial and organized; creative and collaborative; an effective leader, communicator and writer; and possesses a demonstrated commitment to social and racial equity.

Required Skills and Experience:

- A Master's Degree in a relevant field such as non-profit or business management, community development, public policy, public health AND three years professional experience, OR A Bachelor's degree in a relevant field with a minimum of five years relevant experience.
- Familiarity with the nonprofit sector, with an understanding of adhering to multiple funding sources, reporting requirements, and data collection as part of a solid nonprofit program
- Experience facilitating effective and diverse cross-sector partnerships
- Can work independently and as an effective, motivational supervisor
- Problem-solving and critical thinking
- Organized and detail-oriented

Desired Skills and Experience

- Spanish language speaking and writing fluency strongly preferred
- Strong familiarity with Microsoft Excel
- Experience working in culturally diverse setting and with low-income communities
- Experience with community-oriented education and skills building a plus
- Familiarity with food retail business, including marketing, merchandising, profitability and pricing strategy, store design and inventory management

OTHER REQUIREMENTS

- If a private vehicle is utilized for company purposes validation of a California Driver's License and proof of personal minimum liability insurance coverage per the requirements of the state of California
- Special Requirements – When necessary, working evenings or weekends

SUPERVISION

The Program Director reports directly to the Executive Director, and will supervise a team of 2-4 staff, including at a minimum two Program Associates and part-time support from administrative staff.

SALARY AND BENEFITS

The Program Director position is a full-time salaried position. The Los Angeles Food Policy Council, a fiscally-sponsored project of Community Partners, offers competitive salary commensurate with experience, as well as full health, dental and vision insurance, a retirement plan, and generous vacation and sick leave.

START DATE: Between Oct. 16th, 2017 – November 20th, 2017

HOW TO APPLY

Applications are due by October 13, 2017 and early submission is encouraged. Applications should be submitted to jobs@goodfoodla.org with the subject line [HNMN Program Manager – NAME]. Please include:(1) a cover letter that includes relevant experience, (2) 2-3 professional references; (3) a professional resume; and (4) a writing sample limited to 5 pages in length. (Links to writing samples posted online are allowed.)

FOR MORE INFORMATION

Los Angeles Food Policy Council: www.goodfoodla.org

Los Angeles Food Policy Council (a project of Community Partners) is an equal opportunity employer and encourages people of color, women, and LGBTQ persons to apply. Individuals with fluency in Spanish are highly encouraged to apply.