



Job Summary

The Food Systems Manager directs Kitchens for Good's volunteer and food rescue programs and coordinates the expansion of the Project Nourish program. The Food Systems Manager supports these programs through community outreach, program design/coordination, and program evaluation.

Essential Functions

- Conduct strategic planning for the volunteer, food rescue, and meal production programs, including developing annual work plans and goals for each department.
- Manage volunteer program, including overseeing AmeriCorps Volunteer Coordinator. This includes supporting in recruiting, onboarding, training, supervising, and recognizing all volunteers and coordinate volunteer activities; support the integration of Service Enterprise standards.
- Develop and manage ongoing internship opportunities; ensure interns achieve learning outcomes while supporting Kitchens for Good programs.
- Develop and refine budgets to sustain the volunteer and food rescue programs
- Conduct outreach to new food rescue and hunger relief sites and assess sites for program alignment and partnership capacity
- Onboard new food rescue and hunger relief meal partners to achieve strategic growth of program and retain organized files on all onboarding and partner paperwork.
- Cultivate strong relationships with stakeholders of Project Reclaim, Volunteer Program, and Project Nourish
- Oversee program evaluation to improve impact of programs; track project progress on a recurring basis; implement changes based on evaluation feedback.
- Log program metrics regularly into Salesforce database, and compile reports to track program outcomes.
- Oversee Food Security Research program in City Heights, managing a team of 4 Research assistants.
- Build and maintain strategic partnerships with local agencies, businesses and individuals to serve the needs of KFG programs.
- Assist in developing and managing Community Benefit program for catering by building relationships with non-profit partners, coordinating Community Benefit Committee, and screening potential grantees.

Education and Experience

- Graduation from an accredited four-year college or university with a degree in business, public administration, or a related field.
- Two or more years of nonprofit program management

- At least one year of experience in volunteer coordination

Knowledge Requirements

- Demonstrated success developing and evaluating program models, selecting and successfully operationalizing innovative programs
- Strong project management skills managing complex, multifaceted projects resulting in measurable success and program growth
- Excellent verbal and written communication skills with exceptional attention to details
- Proficient in using technology as a management tool and experience working with information technology staff to develop and implement program evaluation systems
- Experience having worked with a high-performance, collaborative, and constructive peer group

Other Requirements

Possess and maintain a valid California driver's license, a satisfactory driving record, including proof of personal vehicle insurance coverage and insurability under the agency's insurance carrier standards.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Kitchens for Good is an Equal Opportunity Employer and committed to workforce diversity. M/F/D/V are encouraged to apply.

To apply online visit:

<https://kitchensforgood.org/employment-and-internships/>