



Food Access Programs Manager

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Food Access Programs Manager is responsible for overseeing Sacramento Food Bank & Family Services' (SFBFS) Food Access programs, which include direct distributions and partnerships that serve special populations such as students and seniors. This position is responsible for overseeing program implementation, maintaining connections between SFBFS and program funders, reporting statistical information, and directly supervising staff, interns and volunteers.

The Food Access Programs Manager will perform the following job functions (including but not limited to):

- Oversee all programmatic aspects of SFBFS direct distributions, and also oversee programs that serve special populations such as students and seniors. Assisting Nutrition Education Coordinator with Nutrition Pantry Program trainings, monitoring, and reporting
- Collaborate with SFBFS Director of Programs to develop program goals, procedures, evaluate metrics, analyze information for grants, grant reporting/writing, assist with managing budgets of program(s)
- Collaborate with SFBFS Operations team to manage allocations, product ordering, and deliveries for SFBFS' Food Access programs
- Collaborate with SFBFS Director of Volunteer Services and Director of Programs to support Food Access Programs volunteer needs and oversight
- Collaborate with SFBFS Director of Communications and Director of Programs to coordinate outreach efforts for SFBFS' Food Access Programs
- Complete and maintain food handler certification
- Other duties as assigned

SKILLS REQUIRED

- Five or more years of program management experience
- Bachelor's degree
- Experience supervising a team of three or more people
- Experience overseeing multiple grant-funded programs with a strong preference for experience overseeing federally-funded social service programs
- Experience with implementing scopes of work, program evaluation, grant reporting, and budget oversight
- Prior non-profit experience
- Prior food bank experience
- Fluency in a second language
- Graduate degree - preferred

POSITION DETAILS

- Full-Time, exempt position (M-F), Food Bank Services campus
- May include nights, weekends and holidays as required
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more