



We are seeking a Programs Manager

Do you have a passion for food justice, project management, and collaboration? Are you looking for a job where you can use your procurement and management experience to work on an innovative team to impact emergency food resources for the entire county?

OUR STORY: Emergency Food Network's (EFN) mission is to provide Pierce County with a consistent, diverse, and nutritious food supply so that no person goes hungry. EFN, located in Lakewood, WA, was established in 1982. Each year, we distribute over 14 million pounds of food and serve over 75 partner food pantries, meal sites, and shelters. The food comes from a variety of sources including donation, purchasing, and government distribution programs. Our Board of Directors and Ambassador Board are active and engaged. Diversity, Equity, and Inclusion are central to our agency vision, and we include all staff and board members in this ongoing work and training.

SUMMARY DESCRIPTION: Emergency Food Network is seeking a full-time Programs Manager. This position reports to the Programs Director and will work in collaboration with the finance, warehouse, and executive teams. This position also works directly with our Partner Programs consisting of food pantries, meal sites, and shelters. The Programs Manager is pivotal to Emergency Food Network operations and is responsible for managing essential programs and performing duties that assist everybody in achieving our shared mission "to provide Pierce County with a consistent, diverse, and nutritious food supply so that no person goes hungry."

ESSENTIAL FUNCTIONS:

Management: 50%

- Collaborate with Program Director to set the strategic vision for the department and partner on implementation
- Manage Home Delivery Program Coordinator and general Program Coordinator, including onboarding, performance evaluation, professional development, and oversight of their responsibilities
- Oversee and give direction on priority of daily program tasks including communication with recipients, partners, and volunteers, incoming and outgoing food orders, data entry, and reporting
- Participate in Directors and Managers meetings to advance the work of the agency, including its Diversity, Equity, and Inclusion initiatives
- Utilize a coaching mindset to promote growth and innovation within individuals and throughout the agency



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Food Purchasing: 40%

- In partnership with the Program Director, manage \$2 million food purchasing budget
- Build relationships with vendors, farms, and local stores to procure high quality and affordable food items for distribution to partner food pantries
- Understand various grant requirements and ensure compliance with tracking and reporting
- Utilize Excel and FlowTrac (our inventory management system) to track purchases and deliverables
- Collaborate with Warehouse Department on receiving, trucking, and storage needs
- Work closely with Finance Department to track invoices and grant reimbursement

Contract Management 15%

- Responsible for allocation, communication, and tracking, of all pass-through funding to partners
- Work with Finance team to review reimbursement requests and support proper tracking for grant deliverables

Agency Representation 5%

- Community representation on various committees, work groups, and fundraisers as needed
- Advocate for EFN and food justice opportunities

Other duties as assigned

COMPETENCIES AND SKILLS:

- Bachelor's degree is preferred, commiserate experience will be considered
- One year minimum of management experience is required
- Highly organized with ability to simultaneously manage multiple projects including the ability to focus on details and see tasks through to completion
- Advanced emotional intelligence, strong interpersonal and communication skills, with good collaboration and teamwork abilities
- Experience with budgeting and forecasting
- Is proficient in Excel with the ability to understand and operate formulas and large data sets
- Ability to thrive both on a team and independently while embracing change, and being flexible but persistent
- A passionate advocate for access to nutritious food as a key social justice strategy



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- Commitment to EFN's agency values: Teamwork, Community Building, Family, Learning and Teaching, Serving Others, Service, Rooting for the Underdog, Justice
- Must have a valid driver's license

WORK SCHEDULE: The schedule is typically 8 am to 4:30 pm Monday through Friday. There are occasional weekend meetings and events. This job may be eligible for a modified hybrid remote schedule with up to one remote day per week depending on schedule and staffing needs after 90 days.

PHYSICAL DEMANDS:

Position requires continuous talking and listening, in person and by phone. Extended periods of sitting while using computer keyboard. Uses repetitive wrist and hand motions. Requires frequent standing, walking, and reaching. Requires ability to lift 25 pounds, alone or with a partner.

COMPENSATION INFORMATION:

- Full time position - \$32-\$34 per hour (\$66,560- \$70,720 annual) based on experience
- Benefits start accruing 60 days after employment and include:
 - 2 weeks of vacation accrued during first year, increases to 3 weeks' vacation in second year and each year after (up to a maximum of 4 weeks per year)
 - 8 hours of sick leave accrued each month
 - We provide medical (low deductible) vision, dental, short- and long-term disability, and life insurance
 - EFN currently covers 100% of the cost of the employee's insurance premiums
- EFN has a 403(b) plan and contributes 5% after the employee has been employed six months
- Ongoing opportunities for professional development, including monthly staff trainings

HOW TO APPLY:

EFN invites applications from qualified individuals interested in working for a high-performance, mission-driven organization. Please submit your cover letter and detailed resume to jobs@efoodnet.org. Use the subject line Program Manager. Applications will be considered on a rolling basis until the position is filled. All applicants will be subject to a background check. Background check findings do not automatically disqualify you from employment. EFN is an equal opportunity employer. For more information about Emergency Food Network, please visit our website www.efoodnet.org.