



Hours: Full time - 32 hours/ week

Salary Range: \$44,000 - \$51,000

Reports to: BFR Co-Director

Start Date: December 12th or sooner

Job Description: The Food Recovery Program Manager (PM) will develop and manage BFR's central food recovery program. This position is key to the organization's mission and goals. The core task of maintaining and managing the program will be accomplished by the Program Manager.

Responsibilities:

I. Food Redistribution Program Management (50%)

● **Staff Management:**

- Ensure the success of employees and staff team as a whole (currently PM manages 2 staff who each manage 1 staff. Thus, the PM manages a team of 4)
- Support staff who manage staff, volunteers and other BFR stakeholder groups
- Provide active engagement, ongoing coaching and critical skill development
- Conduct bi-annual performance reviews
- Create job descriptions, goals, accountability structures and follow ups with managed employees

● **Food Redistribution Schedule:**

- Collaborate with program team to ensure food redistribution schedule is running optimally
- Set direction and facilitate collaboration between members of program team and groups they represent
- Manage and communicate with recipient agency sites
- Update and work with program team when changes impacting recipient agency sites need to be made to schedule

● **No Cost Grocery Program (NCGP) and Recipient Agency Management:**

- Collaborate with Community Outreach Manager (COM) to manage NCGP and recipient agencies
- Collaborate with COM to determine big-picture direction and annual engagement plan consistent with annual goals of the program. (COM is responsible for implementation of plan)

II. Food Donor Relationship Management: 25%

- **Food Donor Engagement:**
 - Serve as primary contact for food donors. Improve systems with food donors' suggestions by following BFR established protocol
 - Issue food donation receipts as required by food donors
 - Conduct quarterly check-ins. Listen to feedback about schedule, couriers, food storage, on-site contact person. Collaborate with BFR Logistics Manager and Program Team to resolve any issues identified during check in and reply to the donor.
 - Develop materials for best practices in food distribution, including educational materials about food waste vs. food donations and signage to improve food donation logistics (e.g., schedules, materials that distinguish BFR from other food redistribution agencies, donation locations, etc.). These should be updated quarterly, along with the quarterly check-in.
 - Build and improve personal relationships with food donors. Invite donors to BFR events, drop appreciation packages, etc.
 - Work with food donors to help set up displays about our relationships at retail outlets. This includes providing data and helpful knowledge for the donors so they can communicate that they donate to BFR.
- **Other essential relationships:**
 - Communicate publicly our relationships with food donors. This includes working with the Communications team to post on social media, send out emails/newsletters, and other forms of communication to promote our partnerships.
 - Maintain relationships with other partners concerning food donations and mutual agreements, such as food banks and pantries who split donations.
- **Backyard Garden Donation Program:**
 - Coordinate seasonal backyard garden donations to NCGPs, including coordinating with the Community Outreach Manager to set up coolers at NCGPs, troubleshooting donation questions with home gardener donors, and tracking and recording donations in the Robot.
 - Assist the communications team in outreach efforts to garner more support

III. Evaluation (5%)

- Conduct annual evaluation of the food distribution program according to big picture direction from Co-directors. Conduct a formal analysis to determine investments, ROI, and the impact of the program.
- Set and communicate program goals and negotiate deliverables with Co-directors and Program Team.
- Communicate formal program evaluation results with all staff and suggest solutions and guide a discussion with staff, based on results.

IV. Grant Writing (10%)

- Occasionally contribute program language for grant submissions, as determined by Co-Directors.
- Collaborate with Co-Directors to generate timely and accurate annual reports to grant-funders who have supported BFR.

V. Meetings and Event Support (10%)

- Attend the following weekly meetings:
 - Program Meeting with the Program Team
 - 1:1 meetings with the staff they manage
 - 1:1 meetings with their supervisor, the Co-Director
- Attend all-staff meetings as often as bi-weekly.
- At times the Program Manager may be asked to attend a board meeting to present relevant information to the board.
- Provide occasional support during organizational-wide events, like fundraisers or other community events.

Other:

Performance Evaluation: Annually, a 360 performance review will be conducted with the Co-Director. Goals will be discussed, and input will be given from someone else from the staff team.

Qualifications:

Individual applications will be reviewed on a case-by-case basis and evaluated based on merit and experience and passion for the mission of the organization.

We are looking for an individual who has the following skills and characteristics:

- 3+ years of management experience
- Facilitation experience
- Conflict management skills
- Self-directed
- Experience with shared decision making
- Trauma-informed
- Collaborative with an appreciation for horizontal leadership
- Anti-oppression and race-equity analysis
- Bilingual in Spanish and English is preferred
- Ability to work remotely

Salary and Benefits:

The salary range is \$44,000 minimum to \$51,000 maximum. The compensation package includes a competitive salary, workers compensation coverage, PTO vacation and sick leave, and the following other benefits: RTD bus passes, ego Carshare membership, community

cycles membership, personal cell phone payment package, work from home equipment and internet package, remote working and semi-flexible schedule, optional Health Savings Account, and a professional development stipend.

Boulder Food Rescue believes in providing employees and applicants with equal employment opportunities. We have equitable compensation for employees across our organization, which is determined by position responsibilities, experience and skills, tenure, liveable wages and current budget. The salary range above represents the low and high end of the range; the actual salary will be determined based on relevant experience. We encourage BIPOC and LGBTQ+ individuals to apply.

Boulder Food Rescue believes in providing employees and applicants with equal employment opportunities. We make employment decisions without regard to race, color, gender, age (40 and over), mental or physical disability, religion or religious practices, creed, national origin, marital status, sexual orientation, gender identity or expression, ancestry, citizenship, veteran status (other than as permitted by applicable law), pregnancy, genetic characteristics or information (which includes, but is not limited to, genetic test results and family medical history records and which should not be provided to the Company), or any other unlawful consideration. This policy applies to all aspects of employment, including recruitment, hiring, training and development, promotion, compensation, transfer, termination, layoff and all other conditions and privileges of employment, all in accordance with applicable laws.