



Produce Rx Manager

About Shalom Farms

Shalom Farms is a nonprofit, food justice organization. We believe that everyone deserves equitable access to nourishing food and meaningful opportunities to grow, choose, cook and enjoy that food. On our two Certified Naturally Grown farms we work with thousands of volunteers each year to produce more than 200,000 pounds of fruits and vegetables, which we distribute throughout the Richmond, VA, metro region through a variety of programs and partnerships.

About the Position

The Produce Rx Program Manager manages our Gus Schumacher Nutrition Incentive Program (GusNIP) - funded Produce Prescription Program. The program manager, with the support of the Distribution Director, leads the successful implementation of a three year funded grant to achieve the GusNIP required outcomes, and health outcomes improvement for program participants. This is a managerial role responsible for all GusNIP funded activities, including program design and implementation, clinical program partnership development, successful program outcomes, data collection and management, monitoring and evaluation processes with a third-party evaluator, program participant engagement, and program administration. This role works closely with the distribution program and production program teams, and reports directly to the Distribution Director.

You are an ideal candidate if you are creative; well-versed in program management, monitoring and evaluation; adept at cross-sectoral collaboration; and committed to building a just food system for the people of the City of Richmond.

Key Areas of Responsibility

Produce Rx Program Management (50%)

Manage GusNIP program implementation

Data Management (15%)

Program data management for GusNIP reporting

Clinical Partnership Management (15%)

Manage all clinical partnerships for program success and participant enrollment

Monitoring and Evaluation (10%)

Coordinate monitoring and evaluation processes to inform GusNIP reporting

Program Finance & Administration (5%)

Coordinate program budget activities and GusNIP grant administration

Other (5%)

Supervisor check-ins, staff meetings, cross-departmental opportunities, and other duties as assigned

Detail

Produce Rx Program Management (50%)

Lead implementation and management of Produce Rx program activities, to include, but not limited to:

- Facilitate in-person nutrition education classes to enrolled participants
- Schedule and provide on-site support to the Community Chef for food skills education classes
- Manage weekly fresh produce prescriptions to program participants, including ordering from farms, packing and distribution
- Develop and disseminate program protocols to program participants and clinical program partners
- Establish strong and trusting communication channels with clinical program partners
- Coordinate and attend regular meetings with clinical program partners
- Establish channels for participant input into program implementation
- Assist in completing any required grant reports
- Shapes program design and evaluation to meet the organization's policy goals

Data Management & Sharing (15%)

- Help maintain grant files and ensure that reporting deadlines are met
- Support and maintain regular external communications about program results and inputs to organizational newsletters
- With the Distribution Director, present on program design, goals, results, and implementation to local, regional, and national audiences as appropriate
- Respond as appropriate to requests for information from new or potential clinical program partners and community members
- Lead and participate in subject matter relevant communities of practice and local and national coalitions, as assigned

Clinical Partnership Management (15%)

- Coordinate all clinical program partner activities
- Design and implement participant enrollment processes with clinical program partners
- Design and coordinate data collection processes with clinical program partners

Monitoring & Evaluation (M&E) (10%)

- Supervise the collection, review, and analysis of quarterly participant health data
- Coordinate and oversee M&E activities with program clinical partners

- Lead program design adjustments in close consultation with clinical program partners and third-party program evaluator
- Coordinate contract program activities with third-party program evaluation partner
- Maintain records for program reporting

Program Finance & Administration (5%)

- Track and record all program expenses for reporting purposes
- Adhere to organizational finance policies and procedures
- Manage access to program data and administrative records
- With the development and administration teams, provide input into finance and administrative reports for GusNIP reporting processes

Other (5%)

- Regular check-ins with the distribution program team
- Supervisory check-ins, mid-year and annual review with the Distribution Director
- Contribute to and participate in relevant committee and staff meetings, trainings, etc.
- Work at least 2 out of 3 Shalom Farms events (Summer Open House required)
- Other duties as assigned.

Key Competencies

- Strong interest in food justice and/or nonprofit direct service work
- Flexible, creative, and solutions-oriented
- Positive attitude, willing and able to work independently and within a team environment
- Ability to multitask
- Strong interpersonal and communication skills

Must Haves

- Experience and cultural competence working with historically oppressed peoples and a strategic understanding of social change
- Bachelor's degree or one or more years of professional experience in public health, community nutrition or nutrition education, adult education, or similar fields preferred
- A deep commitment to racial equity and to Shalom Farms' values: justice, collaboration, integrity, respect, and sustainability
- 2 to 3 years work experience in program coordination and/or program management, monitoring and evaluation (within a nonprofit setting, preferred)
- Some nonprofit program management or direct-service management experience
- Demonstrated knowledge of diet-related health conditions and commitment to improving health for participants
- Commitment to demonstrating efficacy of nutrition education and food skills education programs within the growing Produce Rx and Food is Medicine field
- Demonstrated experience working with health care systems
- Demonstrated experience maintaining and coordinating cross-sectoral collaborations
- Clear oral and written communication skills with experience shaping messages to relevant stakeholders

- High level of proficiency with Apple iOS, Microsoft Office Suite, Google Suite
- Conversational Spanish language skills
- A clean driving record and comfortable driving a ford sprinter van (training provided)

Nice to Haves

- Registered Dietician or Certified Nutritionist a plus
- Experience working or volunteering in diverse community-based settings and with diverse groups, including ability to reach across racial, ethnic, generational, socioeconomic, rural/urban, and religious lines
- Experience working and/or living in and with communities experiencing food insecurity

Compensation & Benefits

This is a Category 1 [Full-time (40 hours/week), year-round exempt, salaried position] based in Richmond, VA, with the potential for a hybrid work. The annual salary for this position is \$50,000. This is a 3-year limited term position. The position includes medical, dental, and vision insurance, paid holidays and generous vacation and sick leave, in addition to a paid full week off in August. Plus lots of free farm produce!

This is a full-time, 40-hour a week, year-round position, with seasonally fluctuating duties.

How to Apply

To apply for this position, please send (brief) cover letter, resume, and 2-3 references via email (with "Produce Rx Manager" in the subject line) to hr@shalomfarms.org.

Applications accepted on a rolling basis until the position is filled, with a priority deadline of Friday, January 10, 2025. For more information visit our website www.shalomfarms.org, or find us on Facebook and Instagram (@shalomfarms).