

## Program Manager (Recipe for Success)

The New Hampshire Food Bank is currently seeking a dynamic individual to join our team as a Recipe for Success Program Manager. The Program Manager is responsible for the planning and oversight of various New Hampshire Food Bank programs, including staff development and supervision, budget development and adherence, development of revenue sources, and community awareness. We offer a great work environment with generous benefits, including health, dental, vision, 401K and life insurance along with other fringe benefits.

### Duties

- Direct supervision of *Cooking Matters*, *Culinary Training Program*, *SNAP Outreach*, *Granite State Market Match* and *Garden* program and their staff members.
- Responsible for program evaluation and development of work plans and goals.
- Maintains relationship with *No Kid Hungry*, to ensure proper communication of program expectations and results.
- Directs development of annual budget including appropriate revenue generation events with ongoing oversight of such.
- Assists Executive Director and Director of Operations in program development through relationship building, and strategic planning and development of annual operating and capital budgets.
- Develop policy, procedures and operation guidelines for any direct staff to ensure program goals and outcomes are met.
- Ensure that staff of Recipe for Success programs have and maintain proper licensure and food safety certifications to ensure program results of high quality.
- Works collaboratively with Development Coordinator, NH Food Bank Food Solicitor, Warehouse Manager and Director of Operations to carryout program goals and maintain relationships with donors and partners.
- Assists Culinary partners with student and volunteer recruitment and retention, student evaluations and placement as needed.
- Participates in revenue generation for NH Food Bank programs including but not limited to grant procurement, event participation, and solicitation of donors or donated items working in conjunction with NH Catholic Charities and NH Food Bank development departments.
- Promotes Recipe for Success in conjunction with the Development Team through public relations, use of media, presentations to school and community groups and participation in food shows and fund raising events.
- Assume responsibility for direct relationship with partner(s) in culinary training including program evaluation, management and oversight.
- Maintain relationships with existing and new donors, providing receipts as needed.
- Represent the NH Food Bank and Recipe for Success programs at food shows, meetings, and with the general public.
- Ability to work with professional and non-professional individuals of varied backgrounds, be flexible and have personal integrity.
- Meet with, prepare and present information to NH Catholic Charities staff and Board Committees as required.
- Advocacy for NH Food Bank efforts, hunger relief and nutrition education as necessary.
- Ability to work with frequent interruptions, respond appropriately to unexpected situations, and endure periods of heavy workload.

### Requirements,

- Bachelor's Degree in Nutrition and/or Food Science (Preferred)

- Registered/licensed dietician (preferred)
- 3-5 years of experience in related Program Management
- Ability to work with professional and non-professional individuals of varied backgrounds, be flexible and have personal integrity.
- Meet with, prepare and present information to NH Catholic Charities staff and Board Committees as required.
- Possess the ability to deal tactfully with the general public.
- Ability to work with frequent interruptions and respond appropriately to unexpected situations.
- Intermediate to advanced knowledge of computers and various software packages, including Microsoft Office.
- Ability for some night and weekend work.