



Program Manager

About the National Farm to School Network: The National Farm to School Network (NFSN) is an information, advocacy and networking hub for communities working to bring local food sourcing and food and agriculture education (including school gardens) into schools and early childcare settings. Farm to school creates opportunities for children and families to make informed food choices, while strengthening the local economy and contributing to vibrant communities. NFSN provides vision, leadership and support at the state, regional and national levels to connect and expand the farm to school movement. Our network includes national staff, partners, an advisory board and thousands of farm to school supporters. For more information, please visit www.farmtoschool.org. NFSN is a project of Tides Center, the nation's largest fiscal sponsor. Tides Center is a nonprofit organization based in San Francisco that works with individuals, groups and funders to implement and accelerate positive social change in the nonprofit sector. For more information, please visit www.tides.org.

Position Description

The Program Manager will manage a portfolio of farm to school projects and ensure the project goals align with NFSN's mission and strategic priorities. Programmatic responsibilities include: leading organizational programming, partnerships, and policy development, supporting partner engagement, and managing fee for service requests related to portfolio program areas. The current portfolio program areas include [Native Communities](#) and [agricultural producers](#). The Program Manager may be responsible for supervision of other programs team staff as opportunities arise. This position will report directly to the NFSN Senior Director of Programs and Policy.

Essential Duties and Responsibilities

Under direction of the Senior Director of Programs and Policy, manage a portfolio of projects and integrate programming into organizational strategies including partnership and policy initiatives.

Project Management:

- Plan, manage and implement project activities and deliverables for NFSN programmatic priorities.
- Coordinate NFSN staff, organizational partners and project participants in project deliverables.
- Manage project administration; timeline, budgets and reporting.
- Manage project staffing and provide supervision as needed.

Support Network Engagement in Portfolio Content Areas:

- Connect network partners to resources to advance knowledge and skills
- Identify needs and lead trainings for NFSN stakeholders, including national staff, partners, broader membership, and organizational partners.
- Engage network partners to support relationship building with project-specific partners.



- Serve as a liaison with existing partner organizations, ensuring partnerships are maintained and supported, and identify and pursue opportunities for strategic relationship development.

Organizational Integration

- Ensure incorporation of programmatic content areas and representation of stakeholders within NFSN events and convenings including, National Farm to School Month campaign activities, partner and movement meetings, and the National Farm to Cafeteria Conference.
- Research, identify, and participate in opportunities to represent NFSN in portfolio content areas at national, regional, and local events and conferences.
- Collaborate with NFSN staff to provide capacity building and networking opportunities for advancing equity within the farm to school and ECE movement, develop and disseminate content aimed at advancing racial equity through farm to school, and contribute to strategy to build diverse leadership and representation within the network.
- Collaborate with policy staff to identify legislative, administrative, or other opportunities to advance policies that support portfolio content areas at the federal, state, and local levels.
- Collaborate with communications staff to integrate relevant content into all organizational communications channels, and generate new content to engage partners and highlight innovations.
- Contribute to fundraising efforts for portfolio content areas at local (project based) and national (movement building) levels; pursue fee for service opportunities, contribute to proposals, conduct outreach, identify new opportunities and engage funders as needed.

Other Duties and Responsibilities

- Prioritize racial and social equity as a key tenet in farm to school and ECE.
- Prepare updates for and actively participate in staff meetings.
- Complete the organizational surveys to report and track activities.
- Represent NFSN at conferences, meetings, and public events through presentations, scheduling meetings with prospective funders, and engaging with partners.
- Cultivate alliances and engage with strategic partners to further the growth and impact of NFSN.
- Travel as needed for conducting the duties of the position and for representing NFSN.

Education and/or Experience

- Bachelors degree in nutrition, food systems, agriculture, Native American studies or related field, or three years equivalent work experience, plus;
- 3-5 years of experience with one or more of the following:
 - Farm to school implementation
 - Engagement with agricultural producers



- Engagement with Native communities, tribal cultures and structures
- Project coordination or management

Knowledge, Skills, and Abilities

- Ability to work with agricultural producers and providing training, content knowledge about agricultural marketing, farm operations, product standards and institutional procurement.
- Familiarity with Native communities, including Native school systems and unique opportunities in and challenges for Native communities
- Content knowledge in racial and social equity principles and capacity to apply and advance equity in farm to school
- Ability to operate in a remote work environment, including proficiency with web-based communications channels
- Ability to work independently and proactively lead several different initiatives
- Collaborative nature, skilled at developing good working relationships with organizational colleagues, partners and contractors
- Self-motivated, demonstrating leadership skills
- Ability to operate in a fast-paced environment, handling multiple tasks
- Ability to train a diverse audience, which includes staff, partners and other stakeholders
- Exceptional trouble-shooting and problem-solving skills, ability to resolve issues proactively and creatively
- Excellent verbal and written communication skills
- Experience with Microsoft Office applications including Word, Excel and Powerpoint
- Ensures completeness, accuracy and timeliness in all work
- Passion and interest in NFSN's mission and activities

Organizational Relationships

The Program Manager will be a member of the Programs and Policy Team, and report directly to Senior Director of Programs and Policy.

Compensation and Benefits

This is a full-time (40 hours per week), exempt position that includes benefits. Annual salary range is \$55,000-\$65,000. NFSN/Tides Center offers a generous and comprehensive benefits package.

Physical Demands

This position requires approximately 8 hours per day either sitting at a desk (responding to emails, developing materials or being on the phone) or attending meetings outside of the office. This position requires some travel (6-8 trips per year) to conferences and events within the United States to represent NFSN, and to attend organizational events and meetings.



Work Environment

This is a remote position, and applicants may be located anywhere with reasonable access to transportation in the United States. This position will likely be working from a remote office / home office set up. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter: a basic office environment, visits to schools or farms, conference centers or hotels where events are being held.

To Apply

To apply for this position, submit a cover letter, resume and three professional references to jobs@farmtoschool.org. Please include "Program Manager" in the email subject line. This position will remain open until filled.

National Farm to School Network, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Applicants from groups most impacted by systemic inequities, including people of color, are strongly encouraged to apply.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.