



# Job Description: Farmers Market Fund Program Manager

Applications open until filled, priority review begins December 6th

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The Farmers Market Fund (FMF) is hiring a Program Manager who will play a critical role in the implementation of Oregon's Double Up Food Bucks SNAP fruit and vegetable incentive program at farmers markets statewide. The FMF Program Manager is responsible for day-to-day operation of the program, including one-on-one work with farmers markets, administration of federal and state grants, and managing relationships with partners across the state.

**Application due:** December 6, 2021

**Job title:** Program Manager

**Reports to:** FMF Executive Director

**Status:** Full time, Exempt

**Benefits:** 20 days of PTO & 12 paid holidays annually, health, dental, vision, & 401k

**Pay range:** \$50,000 annually

Monthly technology stipend of \$100 and annual stipend for technology upgrades

**Location:** Remote, with a preference for candidates in the Portland Metro area. A workstation in a shared office in inner NE Portland available for use.

## About Farmers Market Fund

Farmers Market Fund (FMF) makes healthy, locally grown food accessible to underserved Oregonians.

Founded in 2009, FMF was incorporated as a 501(c)3 in 2012. FMF's primary focus is Double Up Food Bucks (DUFb), a program that doubles Supplemental Nutrition Assistance Program (SNAP) benefits at farmers markets across Oregon and allows shoppers to bring home twice as much farm-fresh produce. DUFb helps families purchase more fruits and vegetables, gives small farmers an economic boost, and keeps more money in the local economy. In 2021, FMF supported Double Up programs at 63 markets in 21 Oregon counties. This season, we've distributed more than \$625,000 of DUFb and facilitated \$1.5 Million in SNAP transactions at participating farmers markets! FMF also works in close partnership with a coalition of other organizations dedicated to ending hunger and supporting farmers: each year, we provide grant funds to them so that they can implement DUFb at other types of outlets like CSAs and grocery stores.

Since 2020 the Double Up Food Bucks program has expanded dramatically. FMF is hiring its first Program Manager to support its growth. This is an exciting opportunity to join a growing organization, and help shape the program as it enters the next phase of Double Up Food Bucks Oregon. In 2022, FMF looks forward to reducing barriers to participation in DUFB, strengthening community partnerships, and continuing to center the feedback of SNAP participants.

### **Working at FMF**

We strive to create a flexible workplace that reflects the communities we serve, and where everybody feels comfortable bringing their full, authentic selves to work. We offer a flexible work environment, with a balance of time working at home and out in the community. FMF staff have access to a workspace co-located within the Portland Farmers Market office in inner NE Portland, as well as the opportunity to work fully remote. In addition to two staff, FMF has an active and engaged board of directors located across Oregon. We currently conduct the majority of our meetings remotely, but look forward to resuming in-person meetings when it is safe to do so.

We recognize that an equitable food system cannot exist within an inequitable society. As a direct result of centuries of structural racism, Black, Indigenous, and People of Color living in Oregon perpetually experience the highest levels of hunger. FMF centers anti-racism, racial equity, and inclusion in its programs, operations, culture, and advocacy. We strive to create and support an equitable and just food system that nourishes all Oregonians.

### **Position Overview**

The FMF Program Manager works under the direction of the FMF Executive Director to manage the statewide Double Up Food Bucks (DUFB) SNAP matching program, with a specific focus on management of the State and federal grants. The Program Manager will work with farmers markets and other partners across Oregon to establish, promote, implement, and evaluate the DUFB program. In collaboration with the Executive Director, the Program Manager will also address barriers to participation in DUFB, and strengthen relationships with underrepresented communities. The Program Manager will also assist with other essential functions at FMF, including fundraising, marketing, and communications.

This full time position will be 40 hours / week, and will begin in mid-January 2022. The majority of the work will happen between the hours of 9 am - 5 pm, with occasional evening meetings. Due to the nature of the work, the vast majority of meetings and work activities take place remotely. The role will also require visits to farmers markets across Oregon in summer 2022, and occasional in-person meetings. Because this program is deeply rooted in Oregon, the Program Manager must live within the state of Oregon.

Out of respect for the communities who participate in DUFB, Farmers Market Fund will require COVID-19 vaccination for all staff starting January 1, 2022.

## **Essential Duties**

### **Grant-Funded Program Management (~ 80% of your time)**

#### **Grants Management**

- Work with the FMF Executive Director to develop and manage program budgets following organizational policies and procedures
- Manage execution of federal grant funds in accordance with applicable regulations, meet grant deliverables
- Collaborate with FMF Executive Director to ensure timely preparation and submission of required grant reports
- Work with FMF Executive Director and Portland Farmers Market Senior Accounting Manager to prepare and implement Single Audit of federal grant funds
- Manage relationships with major sub-awardees, ensuring they meet all grant requirements

#### **Program Design and Implementation**

- Support FMF Program Coordinator to implement the annual DUFB application review process
- Design, implement, and audit a new pilot program provides DUFB farmers markets with mini-grants that support non-incentive expenses associated with participation in DUFB
- Mini-grant implementation will entail creation of application and review process, providing technical assistance to markets during application process, creating and executing MOUs with all markets, designing a program work plan, designing financial tracking systems for program, and tracking grant progress during the season
- Visit participating sites during Summer and Fall 2022 to ensure compliance with grant and contract requirements
- Develop and implement trainings as needed for farmers markets participating in the mini-grant pilot program
- Design and implement annual program evaluation at all participating farmers markets sites in partnership with Oregon State University
- Collaborate with sub-awardees on their DUFB program evaluation
- Facilitate data collection, aggregation, and reporting of program metrics for the statewide program. Prepare reports, data visualization, and fulfill data requests as needed in collaboration with Executive Director

#### **Community Outreach & Engagement**

- Participate in relevant state and national-level committees and coalitions; maintain communication and partnerships as appropriate with similar projects in other states
- Work with markets and regional partners to strengthen community engagement in

specific areas of the state. Provide support and mentorship in onboarding new markets to the DUFEB program

- Develop and facilitate processes that allow for SNAP participant engagement, integrate feedback to improve DUFEB programming
- Collaborate with FMF's marketing and communications to highlight the impacts of DUFEB and encourage participation
- Explore ways to address systemic barriers to participation in SNAP and DUFEB

### **General Program Support (~20% of your time)**

- Assist in the identification of and applications for grants to develop the DUFEB program; work with the Executive Director to provide support with organizational fundraising
- Collaborate with FMF team on strategic planning and decision-making
- Engage in professional development

Studies have shown that women and people of color are less likely than others to apply for a position if they feel unable to meet every qualification as described. We are committed to finding the best overall candidate. If you are interested in applying, we encourage you to think broadly about your background and qualifications for this role. We're excited to hear from you!

### **Required Qualifications:**

- At least three years of grant management experience, including developing and monitoring complex budgets OR at least three years of program / project management experience
- Strong organizational and time management skills. Can meet deadlines, learn quickly and ask for guidance when needed
- Self-directed, ability to work independently as well as part of a team
- Strong written and verbal communication skills
- Working knowledge of Microsoft Office (Word, Excel), GoogleDocs, Zoom, Squarespace, and use of social media
- Ability to develop and maintain collaborative relationships with program partners, coalition members, government agencies, and other stakeholders
- Experience working with people from diverse backgrounds and cultures
- Willingness to travel 5-10% of the year for site visits and engagement with community partners. Ability to work some evenings and weekends
- Able to drive a vehicle and maintain a valid driver's license

### **Preferred Qualifications:**

- A commitment to diversity, equity & inclusion (DEI) and experience advancing DEI and anti-racism in personal or professional contexts
- Flexibility and ability to find appropriate solutions to unique challenges
- Ability to provide in-person and online trainings to adult learners and facilitate online coalition meetings

- Passion and vision for healthy, equitable and just food system
- Demonstrated success managing federal grants
- Education or related work experience in farmers market, public health, or nonprofit settings
- Grant writing or fundraising experience
- Experience with communications and media relations
- Bilingual

**How to Apply:**

See the position description at [www.farmersmarketfund.org/careers/](http://www.farmersmarketfund.org/careers/) for details.

We look forward to seeing your **cover letter and resume sent to [FMFcareers@gmail.com](mailto:FMFcareers@gmail.com)**  
**Please put “Manager” and your last name in the subject line. Please submit your interest to us by December 6, 2021.**

We understand that not all candidates will be able to fully represent their abilities with a standard application package. Any candidate who wishes to submit alternative materials may reach out to [FMFcareers@gmail.com](mailto:FMFcareers@gmail.com) to discuss the materials they want to submit.

The application process may include a telephone interview, written screening tool and online interview. We hope to have the position filled by mid-January, 2022.

**We Welcome Diversity**

FMF is an Equal Opportunity Employer committed to diversity, equity and inclusion. We believe there is strength in our collective lived experience, and strongly encourage applications from candidates who can increase the diversity of our organization, including people of color, people LGBTQIA-identified, women, veterans, people who have lived experience of hunger, and formerly incarcerated individuals.