Produce Prescription (Rx) Program Manager

DC Greens, a non-profit organization that advances health equity by building a just and resilient food system in the nation's capital, is currently seeking a Produce Rx Program Manager.

The Produce Rx Program is designed to integrate healthy food access into the healthcare system. It allows medical professionals to prescribe fresh fruit and vegetables to patients experiencing diet-related chronic illnesses and participating patients receive a weekly coupon to spend on produce, as well as wrap-around nutrition education. The Program Manager is responsible for leading the implementation, management, monitoring and evaluation of the Produce Rx program. Since 2012, DC Greens has implemented a Produce Rx program in collaboration with health care centers and food retail. Through this program we aim to integrate produce prescriptions into the health care payment system. Our approach and partnerships have evolved over time towards this goal and the person in this role will be responsible for continuing the work to match program implementation with our policy goals in collaboration with DC Greens Programs and Policy Departments. The Produce Rx Program Manager reports to the Programs Director and manages 2 or more program support staff.

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 D.C.

Essential Job Requirements

Program Implementation & Management

- Lead implementation and management of Produce Rx program activities, to include, but not be limited to:
  - Develop and disseminate program protocols to program participants and program partners, including clinics, MCOs, grocery retail, and funders
  - Establish strong and trusting communication channels with program partners
  - Coordinate and attend regular meetings with program partners
  - Conduct regular site visits to health clinics and grocery partners
  - Establish channels for participant input into program implementation
  - Supervise program support staff
  - Complete and submit any required grant or partner reports
  - The program budget & grant(s) funding

- Contributes to the fundraising and development activities of the organization for the Produce Rx program by prospecting new funding sources, maintaining relationships with existing funders, and participating in an expert capacity in meetings with potential funders

- Support implementation of DC Greens policy strategy in collaboration with the Policy Director and the policy cell
• Shapes program design and evaluation to meet the organization’s policy goals and contributes as a subject matter expert in shaping the organization’s policy goals around produce prescription and food as medicine

**Program Monitoring & Evaluation**
- Supervise the collection, review, and analysis of monthly health and produce prescription redemption data
- Coordinate and oversee M&E activities with partner organizations, including DC Health Care Finance, MCOs, Giant Food, and clinical partners
- Lead program design adjustments in close consultation with program partners, third-party program evaluator(s), and DC Greens staff
- Manage contract with third-party program evaluation partner(s)
- Maintain records for and audit partner invoicing and payments

**Information Sharing**
- Maintain grant files and ensure that reporting deadlines are met
- Support and maintain regular external communications about program results and implementation via social media and inputs to organizational newsletters
- Present on program design, goals, results, and implementation to local, regional, and national audiences
- Respond to requests for information from new and potential food sector and clinical partners and community members
- When assigned, lead and participate in subject matter relevant communities of practice and local and national coalitions
- Additional related duties, as needed

**Qualifications**
- Demonstrated commitment to racial justice and equity; experience and cultural competence working with historically oppressed peoples and a strategic understanding of social change
- Demonstrated commitment to the vision and mission of DC Greens’ work; experience with advancing food justice initiatives in the District
- 5+ years work experience in program coordination and/or program management, monitoring and evaluation (within a nonprofit setting, preferred)
- Experience supervising and managing the work of other team members
- Demonstrated experience working with health care systems and/or knowledge of Medicaid
- Demonstrated experience maintaining and coordinating cross-sectoral collaborations
- High level of proficiency with Apple iOS, Microsoft Office Suite, Google Suite
- Clear oral and written communication skills with experience shaping messages to relevant stakeholders

**Salary & Benefits**
This is a regular, full-time (40 hours/week) salary, exempt position. The salary range for this
Position is $69,150 to $74,400 commensurate with experience. There is a generous benefits package (medical/dental/vision, disability/life insurance, 25 days PTO, employer match on retirement contributions after 1 year, flexible schedule). DC Greens does have a telework policy that allows employees to work remotely. Due to the current pandemic all employees are currently working remotely but being physically present in the office may be a requirement in the future.

How to Apply
If interested, email a cover letter and resume to hiring@dcgreens.org. In your cover letter provide an answer in 250 words or less to the following prompt: What is your personal and professional lived experience with the communities with whom we work?

Please put “Produce Rx Manager” in the subject line and save your cover letter and resume as a single attachment labeled “LAST NAME, FIRST NAME_Application”. Applications will be accepted on the rolling basis with priority given to applicants that apply by July 26, 2021, 11:59 pm EST. Anticipated start date is September 1, 2021.

DC Greens is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bicultural individuals, as well as women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodations 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.