Program Manager, Memphis Food Waste Project

Summary

Clean Memphis is a nonprofit organization dedicated to educating youth, engaging leadership, and empowering communities to sustain a cleaner Memphis. Within this organization, the Memphis Food Waste Project (MFWP) seeks to reduce food waste in Memphis by 50% by 2030 through prevention, donation, and composting.

Clean Memphis is seeking a full-time MFWP Program Manager to coordinate and expand efforts throughout the city to reduce food waste through relationship management, advocacy, and strengthening of existing food systems.

Clean Memphis staff works closely to support the overall organizational mission. The ideal candidate will complement and bolster these existing relationships.

Job Responsibilities

Primary Responsibilities:

- Oversee and implement the Memphis Food Waste Project strategic plan
- Build a network of Memphis-based community stakeholders to reduce food waste
- Supervise and work alongside the Food Rescue Specialist to build and strengthen the local donation ecosystem and maximize food recovery
- Convene stakeholder groups such as MFWP Task Force and Advisory Council to learn more about food waste reduction and implement community projects
- Offer expert and technical support, including food waste audits, best practices, and actionable recommendations to local organizations looking to reduce food waste
- Present persuasive informational sessions both online and in person about MFWP
- Locate and apply for outside funding to support MFWP
- Develop and track food waste reduction metrics for Memphis
- Coordinate with regional and national partners for network-building and resource-sharing
- Create informational materials such as brochures, slide decks, and other collateral to support the MFWP mission
- Advocate for local policies to support the MFWP mission
- Coordinate with internal marketing team to build an audience for @901SaveTheFood social media accounts
Job Responsibilities (cont.)

Additional Responsibilities:
- Assist Clean Memphis team as needed with the following:
  - Volunteer and project coordination
  - Fundraisers and other special events

Knowledge, Skills & Abilities
- Strategic, growth-oriented mindset
- Very strong writing ability in both formal and informal settings
- Ability to set ambitious goals, track data, and evaluate efficacy of programming
- Some familiarity and much curiosity about local environmental concerns
- Excellent listening skills
- Comfortable presenting to large groups in a professional setting
- Self-motivation and ability to work with minimal supervision and meet deadlines
- Ability to work outdoors on occasion and willingness to perform waste audits
- Flexibility to work occasional evenings and weekends
- Clear communication skills, with an emphasis on cultural competency
- Proficiency with Microsoft Suite and social media and/or willingness to learn these skills
- Willingness to work with a variety of partners from corporate, nonprofit, and government sectors
- Willingness to consider and address structural inequities in local food systems

Qualifications & Requirements
- Four-year bachelor’s degree required
- At least four years of work or extensive volunteer experience in a relevant field: community development, communications, policy development, education, nonprofit work, or research
- Must be able to work outside on occasion
- Able to work occasional evenings and weekends

Compensation
The salary for this position is $52,500 per year. We provide stipends for phone and health insurance as well as generous paid time off.

To Apply
Interested candidates should submit both a resume and cover letter to Janet Boscarino (she/her), Executive Director, through our website at www.cleanmemphis.org/careers.

We will be accepting applications through Friday, September 2, 2022.


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