Job Announcement
Good Food Purchasing Project Manager (Full-time)

The Chicago Food Policy Action Council (CFPAC) *facilitates and informs the development of and advocacy for policies improving the food sovereignty of Chicago residents to access and produce culturally appropriate, nutritionally sound, humanely raised, affordable food with fairly treated labor, grown with environmentally sustainable practices.*

CFPAC originally formed in 2002 and attained 501c3 status in January 2011. A broad diversity of organizations participate in CFPAC's annual Chicago Food Policy Summits and working groups.

- CFPAC provides access for community members with difficult to reach resources: policy makers, elected officials, funders, organizations, and institutions.
- CFPAC's efforts are focused on action-oriented work groups tasked to develop and advocate for policy recommendations.
- CFPAC's open door and wide yet specific focus on Chicago food policy and system makes it a unique and necessary "backbone" organization.

Visit www.chicagofoodpolicy.com for more information and history.

CFPAC, along with local and national partners, has developed commitments from and supported institutions in the City of Chicago and Cook County to adopt and implement the Good Food Purchasing Program. CFPAC is committed to leveraging the program to expand equity within the food system.

The CFPAC Good Food Purchasing Project Manager will support CFPAC's priorities by working in coordination with CFPAC Board and staff members, local communities, organizations, vendors, suppliers, processors and producers as well as staff at City of Chicago and Cook County Departments and Agencies, and other state and national level partners. The Good Food Purchasing Project Manager is a new role serving as a resource to participants in the above networks. The position will also closely coordinate with the Center for Good Food Purchasing and other national partners.

The ideal candidate will be passionate about harnessing the collective purchasing power and values of institutions to transform the food system on a large scale with deep experience (5-7 years minimum) with large scale and institutional food procurement and food supply chains. They will bring vision, creativity and a collaborative attitude with experience facilitating, leading and developing networks and long term collaborative complex projects.

The Project Manager (PM) will support the coordination and management of the Good Food Purchasing Program within the City of Chicago and Cook County while supporting its expansion to other institutions in the area. The PM will be responsible for the day-to-day administration of the program including facilitating outcomes with partners; reporting on program outcomes; supporting research and evaluation; and training and educating participants.

Position Requirements:

Responsibilities:

- Support the City of Chicago and Cook County Good Food Taskforces to build knowledge, capacity and identify collective procurement strategies.
    - Provide individualized technical assistance to Good Food Purchasing institutions to use results of baseline assessments to create and implement multi-year action plans to align menus with Good Food Purchasing values and achieve desired star rating within Good Food Purchasing Program.
    - Provide individual and group technical support to Good Food Providers.
    - Collaborate with local decision makers and elected officials on GFPP opportunities to ensure robust implementation by local Good Food Providers.
    - Engage in Good Food Purchasing RFP and contract renewal processes to ensure robust GFPP language and reporting requirements are included and enforced.
    - Synthesize and communicate best practices from leading Good Food Purchasing institutions so that procurement leaders can share their expertise with others and extend impact.
- Support the Chicago Good Food Coalition to share best practices, build capacity and coordinate strategic opportunities to transform markets.
    - Work with partners to provide individual and group technical support regarding the Good Food Purchasing Policy.
    - Work with Executive Director and Good Food Procurement Working Group to strategically recruit major Chicago area institutions to adopt the Good Food Purchasing Policy.
    - Identify, facilitate and create opportunities to support public institutions in accessing additional resources to purchase Good Food (e.g. public policy strategies, developing creative funding streams).
    - Coordinate, build, mobilize and sustain relationships with local decision makers, elected officials, community and organizational partners.
- Engage with national partners on Good Food Purchasing.
    - Liaise between Good Food Purchasing Institutions and appropriate Center for Good Food Purchasing staff and partners to help ensure coordinated services and communication.
    - Work with Center for Good Food Purchasing, CFPAC staff and Good Food Providers to submit purchasing data for baseline assessments and verifications.
    - Participate in peer-learning network, the Good Food Purchasing Alliance, to share and gain resources in supporting institutional food procurement changes from partners across the country.
- Facilitate data collection necessary for assessing and evaluating effectiveness of activities in collaboration with external evaluation and assessment partners.
- Collaborate closely with partner organizations engaged in complementary initiatives to leverage knowledge, resources and strategic opportunities.

- Other responsibilities:
    - Maintain and report expenses as required.
    - Ensure ongoing reporting occurs and support generating an annual report on achievements/challenges.
    - Assist with organizing the annual Chicago Food Policy Summit and other events as needed.
    - Present on CFPAC's work at conferences, colleges & universities, and other opportunities that arise.
    - Assist with identifying and approaching funding sources to ensure sustainability of CFPAC's mission.
    - Support online and social media outreach, updates and publicity.
    - Support the efforts and administration of other CFPAC working groups and priorities.

Knowledge:

- Extensive knowledge of local, sustainable and healthy food systems- including procurement, urban and sustainable agriculture, community development and other related policies and issues.
- Demonstrated ability to work productively and masterfully in complex, inter-organizational settings among groups with differing interests.
- Facility with using common computer software, information databases, internet, social media, and email

Experience:

- BA/S with a Certification in Project Management preferred. 5-7 years of project management experience in the food industry with procurement experience preferred.
- Coordinating and/or organizing advocacy campaigns.
- Grassroots and foundation fundraising experience.
- Experience working within the food system on menu planning and values-based procurement in schools and/or other institutional food service.
- Ability to analyze and then re-envision complex systems both to shift supply chains and to help inform decision-makers, and advocates.

Skills:

- Good time management skills and ability to prioritize tasks
- Conflict identification, negotiation and resolution skills and experience.
- Strong writing skills
- Ability to develop innovative strategies and tactics for campaigns
- Detail-oriented, demonstrated management skills, and ability to work under pressure.
- Strong interpersonal skills and verbal communication skills.
- Bilingual (oral and written) in Spanish, highly desired.

Aptitudes:

- Commitment to building racial and social justice through leadership development, community organizing and popular education
- Customer service orientation and an excellent problem solver.
- Highly skilled at developing influential positive outcome driven relationships and political savvy.
- Strong entrepreneurial orientation to build a program while managing what is currently in progress.
- Adaptability and flexibility to adjust to often shifting conditions, deadlines and partners
- High levels of self-motivation and independence, as well as the ability to work as a team
- Ability and willingness to work non-traditional hours such as nights and weekends
- Ability to travel across Chicago for meetings and occasional out of town events
- Ability to collaborate with a diverse set of partners including fellow staff, CFPAC Board and partner organizations

COMPENSATION: Competitive salary commensurate with experience and benefits package including health, dental, and vision with paid time off.

CFPAC is an equal opportunity employer and strongly encourages people of color, immigrants, females, and LGBTQ individuals to apply.

TO APPLY:

By November 16, 2018, submit email to cfpacinfo@gmail.com with subject line: CFPAC Good Food Purchasing Project Manager Application. Application should include:

- Resume (including three professional references)
- Cover letter including salary expectation