



**March 6, 2023**

## **Tucson City of Gastronomy is Seeking a Program Manager**

The nonprofit Tucson City of Gastronomy (TCoG) is seeking a Program Manager to organize and coordinate multiple programs. The Program Manager will collaborate with the Executive Director and board of directors to achieve the goals of the organization and the UNESCO Creative Cities Network. The ideal candidate will be an excellent leader and have experience in managing various projects, programs, and events to produce effective results in a timely manner. This person will also help develop new strategies for how the organization can build wider and deeper connections with stakeholders; increase the public's understanding of the UNESCO designation and the organization's mission; and strengthen the local food system through advocacy, building connections, and promoting community organizations.

The Program Manager will work to ensure that TCoG's current and future programs and events are delivered to their intended audiences and meet objectives within the organization's mission, UNESCO's goals, and purposes of various grants. The Program Manager will assist the Executive Director and be responsible for various aspects of program and event implementation including design, recruitment, execution, reporting, and marketing. As part of a small team, they will also be responsible for certain administrative tasks and supervision of interns and volunteers, and will help with outreach, fundraising, data collection, and grant writing and reporting.

The position is full time, with a minimum of 40 hrs/week expected. Work hours are flexible but typically conducted during regular business hours. The work will be mostly conducted remotely, with some meetings in person. TCoG also hosts or participates in some evening and weekend events, of which the Program Manager will be responsible for attending and supporting.

P.O. Box 561  
Tucson, AZ 85702

**Responsibilities:**

- Develop content for website, e-newsletter, social media, and other marketing and educational materials
- Implement all TCoG programs
- Help plan project and program goals, budgets, schedules, and reporting
- Assist with event planning and production
- Conduct community and business outreach
- Speak and represent TCoG at special events
- Meet with stakeholders to communicate on goals and issues in the local food system
- Supervise interns and volunteers
- Assist in organizing exchanges, conferences, and collaborations with community partners and other UNESCO Creative Cities of Gastronomy
- Assist with grant writing and reporting
- Attend and support monthly board meetings and committee meetings as needed
- Provide own transportation, and transport necessary equipment and materials, to and from meetings and events (must have ability to lift a minimum of 20 lbs.)

**Required Qualifications:**

- Undergraduate or higher degree in a relevant field of study
- A minimum of 3 years work experience in one or more relevant areas
- Grant writing and management experience
- Experience with fundraising and event planning
- Experience using social media for marketing and/or community outreach
- Fully vaccinated for COVID

**Required Skills:**

- Excellent organization and time-management
- Proactivity and creativity in carrying out assigned duties
- Ability to multi-task, juggle competing priorities, and efficiently complete assignments
- Excellent communication skills, including advanced writing ability
- Experience writing funding proposals
- Developing and managing project budgets and schedules
- Developing and delivering presentations
- Familiarity with Zoom for scheduling/managing meetings in video and hybrid formats

- Familiarity with Adobe Applications and/or Canva for designing marketing materials
- Knowledge of methods and tools for research, data collection, and analysis
- Ability to interact with people from a wide variety of backgrounds (i.e., chefs, farmers, business owners, academics, etc.)
- Experience with Diversity, Equity, and Inclusion goals from an organizational perspective

**Preferred additional skills:**

- Experience managing staff and/or interns
- Moderate fluency in Spanish
- Personal and professional connections within southern Arizona's food system

**Employment Status and Compensation:** For the next three years, a portion of this position's salary will be funded by multiple grants. The organization is actively seeking additional ongoing income to completely fund the position indefinitely. The person hired for this role will be an employee with an annual contract that can be renewed. They will be paid monthly at a total annual salary rate ranging from \$50,000 to \$60,000, depending on experience and skills. TCoG offers a 70% match to health and dental insurance, as well as required employer contributions to Social Security, unemployment insurance, and workers' compensation. In lieu of the insurance match, other customized benefit options may be negotiated.

**Application Information and Instructions:**

- Proposals should be submitted no later than midnight, March 31, 2023 to TCoG Executive Director Jonathan Mabry at [jmabry@cityofgastronomy.org](mailto:jmabry@cityofgastronomy.org)
- Proposals should include:
  - Cover letter describing interest and qualifications
  - Résumé listing relevant experience and skills
  - List of three references (at least two professional) with contact information (letters of reference not required, but accepted).
  - Writing sample (excerpt from research paper, professional or public audience publication, grant application, project proposal, marketing material, or other)

**About Us:** TCoG manages the UNESCO Creative City of Gastronomy designation of metro Tucson and its southern Arizona foodshed. Its mission is "Growing a sustainable desert community by supporting our creative food cultures" within the framework of UNESCO's Creative Cities Network. TCoG's work is related to the diverse topics of local food systems, food

justice, culinary tourism, economic development, sustainability, heritage conservation, urban planning, and international exchanges and collaborations. The organization incubates and promotes local food enterprises; certifies and endorses food businesses, culinary events, food experiences, and publications; and exchanges chef ambassadors worldwide to promote Tucson's culinary assets internationally. TCoG also aspires to build and improve the local food system through advocacy, developing connections, promoting community groups, and producing culinary and educational events. Learn more about us at [tucson.cityofgastronomy.org](http://tucson.cityofgastronomy.org).