JOB ANNOUNCEMENT
SENIOR PROJECT MANAGER
Healthy Neighborhood Market Network
LOS ANGELES FOOD POLICY COUNCIL

ORGANIZATIONAL SUMMARY
The Los Angeles Food Policy Council (LAFPC) is a non-profit initiative to ensure food is healthy, affordable, fair and sustainable for all. Through policy creation, cooperative relationships and innovative projects, our goals are to close the gap in access to healthy food and food assistance programs, cultivate a fair local food economy, protect environmental resources and foster a diverse regional movement for Good Food.

PROGRAM SUMMARY
The Healthy Neighborhood Market Network (HNMN) expands access to healthy food options in low-income under-served communities and also support small business development. HNMN builds the capacity of neighborhood markets and corner stores to offer healthy food through multilingual training events, leveraging resources for healthy food retail, and technical assistance and customized consultation for store owners who are interested in becoming healthy food retailers. Through our program, local store owners grow their business around a healthy food focused business model, while also elevating their leadership as an advocate for community wellness. Our most recent successful transformation resulted in a 300% daily revenue increase after the store renovations, and the store owner was recognized as “Business of the Year” by her local state senator. The Healthy Neighborhood Market Network program delivers high-level comprehensive services to assist healthy food retailers using expert reviewed educational material and has been recognized nationally as using an innovative model that addresses healthy food access holistically.

POSITION DESCRIPTION
We are seeking an experienced, motivated professional to join us as a Senior Project Manager for the Healthy Neighborhood Market Network program. Upon the completion of program curriculum, a small cohort of dedicated program clients complete a “transformation project,” which includes renovations of the store to emphasize the increased focus on healthy food and community service. Transformation projects may include facade improvements, awning replacement, new signage, new refrigeration, interior painting and re-design, and occasionally more substantive building improvements that highlight a business mission focused on healthy foods.

The Senior Project Manager will lead up to three transformation projects each year, working closely with the Program Director. This person will develop project timelines, project budgets, sources and uses tracking, construction tracking, marketing and communications, and ensure accurate reporting. The Senior Project Manager will foster cross-sector partnerships with
private, public and non-profit agencies for each transformation project, including potential donors, investors or brand partners to fund the project.

The person in this position will work in a setting that requires attention to multiple, simultaneous projects and efforts, and requires flexibility to shift priorities according to the changing needs of program participants, the program, and the organization.

**ESSENTIAL FUNCTIONS**

**Construction Project Management (45%)**

- Foster and maintain partnership with project donors that can include private and public sector agencies.
- Develop project guidelines, strategies, and specifications that are in compliance with program contract.
- Select and coordinate contractors needed for project.
- Develop and maintain trusting and productive working relationships with small business owners.
- Plan and oversee implementation of design for construction, and/or renovation projects at small corner markets.
- Negotiate and execute cooperative agreements and Memorandums of Understanding with various partners.
- Develop and negotiate scopes of work, financial plans, schedules, contracts, and agreements with vendors/contractors.
- Work with Program Director to develop, analyze, control and report on project budget, expenses, and cash flow projections.
- Ensure accurate financial records are maintained and documented.
- Represent LAFPC in meetings with consultant staff, contractors, and outside agencies.
- Identify schedule related problems which arise during project execution and recommends corrective actions and creative solutions.

**Community/Partnership Development (30%)**

- Cultivate and maintain relationships with key community groups, local officials, and other stakeholder groups corresponding to each transformation project.
- Represent Los Angeles Food Policy Council at relevant conferences and industry events
- Participate in external meetings, community organizations, cities and other public agencies concerning the development, management, and operation transformation projects.
- Assist in elevating store owner profile locally and nationally as a community advocate for healthy food access.
• Coordinate community services and resources that can enhance programming at the store with activities such as food demonstrations, blood pressure screenings, CalFresh enrollment and other activities that can take place at the store to promote health and healthy food sales.

Business Technical Assistance (10%)
• Offer post-transformation consulting to store owner regarding implementation of new business practices related to healthy food inventory (e.g. point of sale systems/inventory management practices).
• Connect store owner to additional resources needed to grow as a successful business including business accelerator programs, applicable rebate programs, and other professional development opportunities.

Event Coordination and Production (10%)
• Lead the coordination of grand re-opening events at the completion of each transformation project.
• Coordinate speakers, presenters, and resource providers for grand re-opening event program.
• Manage event budget and tracking.
• Maintain a strong effective relationships with local council districts and neighborhood councils in the planning process of the grand re-opening event.
• Assists in securing additional funding needed for the grand re-opening event.

Reporting and Communications (05%)
• Provide regular project updates to store owners and HNMN Program Director.
• Provide project updates monthly for funder reports and project management.
• Generate program updates for external audiences, including half-yearly or quarterly updates.
• Document projects through photo/video as necessary.

MINIMUM REQUIREMENTS/QUALIFICATIONS
Relevant skills and experience include community-focused work, including project management, project coordination, administrative coordination, workshop facilitation, food retail/retail business operations, business development strategies, project management, financial management, critical and strategic thinking, research, multi-disciplinary writing, and meeting facilitation. A strong candidate will have strong familiarity and experience working in food retail systems and community development; is entrepreneurial, creative and collaborative; an effective leader, communicator and writer; possesses a demonstrated commitment to social and racial equity; enthusiastic about the mission of our work; and open, flexible, and ready to learn and grow to the needs of the community, the program, and the organization.
Required Skills and Experience

- Three to five years professional experience in a relevant field such as community economic development, business administration, public administration, non-profit program administration, urban planning, construction, real estate development, architecture/urban design, food retail, site management/acquisition, or public policy
- A Master’s degree (preferably in a related field) OR a Bachelor’s degree with at least five years relevant work experience
- Experience working with underserved, low-income communities with sensitivity and integrity
- Excellent at cultivating key donor partnerships with public and private sector
- Experience working with small-business owners or entrepreneurs
- Experience managing multiple tasks and working with deadlines
- Can work independently and with a team
- Excellent verbal, written, and public communication skills
- Problem-solver, “can do” attitude and team player
- Organized and detail-oriented
- Working knowledge of Microsoft Office software and Internet browsers

Desired Skills and Experience

- Experience with construction project timeline and budgets
- Experience with prevailing wage for construction projects/Davis Bacon Act regulations
- Familiarity with food retail operations
- Fluency in written and oral Spanish a plus

OTHER REQUIREMENTS

- A private vehicle is utilized for company purposes validation of a California Driver’s License and proof of personal minimum liability insurance coverage per the requirements of the state of California
- Reference checks will be conducted. Employment is also contingent upon receipt of acceptable references
- Special Requirements – When necessary, working evenings or weekends and occasional overnight travel required

SUPERVISION

The Senior Project Management reports directly to the Program Director of the Healthy Neighborhood Market Network and, at times, to the Executive Director of the LA Food Policy Council.
**SALARY AND BENEFITS**
The Senior Project Manager position is a full-time, exempt position that starts with annual salary of $63,000+ commensurate with experience. The employment contract period is 18 months, with possibility of extension. The Los Angeles Food Policy Council, a fiscally-sponsored project of Community Partners, offers health, dental, and vision insurance, retirement plan, generous vacation and sick leave.

**START DATE: August 1st, 2019**

**HOW TO APPLY**

Applications should be submitted to jobs@goodfoodla.org with “HNMN SPM” in subject line.

Please include:
(1) a cover letter that includes relevant experience, (2) names and contact information for 2-3 professional references; (3) a current resume; and (4) a writing sample between 1-4 pages. (Links to writing samples posted online are allowed.)

**FOR MORE INFORMATION**

Los Angeles Food Policy Council: www.goodfoodla.org

Los Angeles Food Policy Council (a project of Community Partners) is an equal opportunity employer and encourages people of color, women, and LGBTQ persons to apply.