



Position: Local Foods Program Manager

Organization: The Land Connection: Champaign, Illinois

Reports To: Executive Director

Employment Status: Full Time, Exempt

Salary: \$40,000 - \$50,000; based upon experience and qualifications

Benefits: Full time, exempt employees of The Land Connection receive health insurance, vision insurance, dental care reimbursements, and life insurance, as well as vacation, sick, holiday, and paid parental leave. We also provide compensatory time for time worked beyond normal full-time expectations.

Summary Job Description

The Local Foods Program Manager is a new position at The Land Connection, responsible for leading the organization's work understanding the local food needs of consumers and developing impactful programs and outreach to grow the demand for local foods. We seek a dynamic individual with a strong passion for local foods that is enthusiastic about building a vibrant local food system for Illinois. Their role includes supporting coordination and delivery of all aspects of consumer programming at The Land Connection, as well as developing external communications and building meaningful relationships within the industry. This position reports directly to the Executive Director.

Primary Job Responsibilities

- Manage the overall development of the local food program, including planning, execution, and budgets of all local food elements such as courses, workshops, online resources, activities, etc.
- Manage execution of grant funded local foods work including: writing and submitting grant reports, grant budgets, program financial activity, progress toward grant goals, relationships with project partners, and evaluation of projects. In addition to grant management responsibilities, identify and review new grant opportunities for TLC to consider, as well as lead grant narrative and budget development
- Network extensively with stakeholders throughout Illinois to identify subject matter, seek out partnerships, and more
- Collect data from consumers through surveys and other evaluation tools to better develop local foods programs
- Collaborate with the marketing contractor and TLC staff on outreach strategy for local food programming and provide programmatic content for use in outreach materials
- Create local food and farm stories for the organization's weekly newsletters
- Create and distribute a weekly farmers market/local foods newsletter
- Create content for TLC's social media channels pertaining to local foods
- Attend weekly staff meetings, check-ins, project meetings, etc.



- Other duties as assigned

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements, or working conditions and this job description in no way states or implies that these are the only duties to which will be required in this position. Management reserves the right to review the job or require that other or different tasks be performed or assigned.

Qualifications

Candidates must have a passion and connection to local food and farm systems work. Prior experience working in food systems, nutrition, dietetics, farming, etc. will be given priority. Candidates with only experience and no higher education are strongly encouraged to apply.

The candidate must be:

- Enthusiastic with an eagerness to learn more about the importance of building a stronger, more resilient local food system
- Experienced in and/or willing to learn program management
- Experienced with research, writing, and data analysis skills
- Willing to learn, outgoing, organized, and energetic
- Capable of managing projects independently and as part of a team
- Experienced in managing multiple, ongoing projects simultaneously while handling competing deadlines
- Flexible and able to multi-task
- Successful in a fast-paced environment without sacrificing ability to make sound decisions
- Excellent with both written and verbal communication
- Able to lift up to 50 pounds
- Able to occasionally work in the evenings or on weekends, as well as occasional travel
- Able to remain in a stationary position for the majority of a workday

The Land Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To Apply

Send a letter of interest and resume with three references to careers@thelandconnection.org or visit our website and apply at www.thelandconnection.org/employment/. Applications will be accepted on a rolling basis and the posting will close February 28, 2022.