



## Program and Policy Director

### **About Mandela MarketPlace**

Mandela MarketPlace is a 501-c-3 non-profit organization that works in partnership with local residents, family farmers, and community-based businesses to improve health, create wealth, and build assets through cooperative food enterprises in low income communities.

### **About the Position**

Mandela MarketPlace is seeking a dynamic Program and Policy Director to oversee our suite of food access and public health programming, and assures that programs align with strategic vision, and operate within approved budget. The Director plays a key role as a member of Mandela MarketPlace's executive team, and in advancing the growth of its program model, based on community need and programmatic impact. This position provides opportunities to make a real contribution to community health and equity. This position requires a high degree of independence, and reports directly to the Executive Director, while communicating regularly with grant program officers and technical assistance staff, as well as with consultants and community members.

The Program Director will strengthen an amazing team of programmatic and on-the-ground staff, and will supervise our Healthy Retail and healthcare partnership staff.

### **Primary Responsibilities**

- Lead food access program strategy development and implementation; develop logic models in partnership with Leadership Team
- Direct the overall administration of Mandela's food access work, including reporting and budget management; ensure fiscal oversight in partnership with Mandela's Finance Director
- Lead program evaluation activities: collect, tabulate and interpret required data, and supervise evaluation staff. Act as responsible authority for ensuring reports and documentation are prepared and submitted to institutional funders and grant agencies
- Represent Mandela MarketPlace at meetings and conferences, including making presentations and leading workshops; field program inquiries and some external communication
- Report evaluation findings to the Executive Team and recommend changes to enhance programming, as appropriate
- Interface with community members, evaluation and communication consultants, and provide oversight and support toward compliance with contractual goals and commitments
- Interface with food access-related grantor program officers
- Build the leadership and capacity of Healthy Retail and Nutrition Incentive staff



- Collaborate and build relationships with coalition members and partners, both organizations and individuals
- Identify additional resources and funding for the program, and be comfortable with grantwriting and donor development
- Supervise staff and develop systems to evaluate the skill, experience, and professional development needs of your team; maintain team accountability to organization standards
- Facilitate meetings and convey an organizational culture of collaboration and teamwork

### **Desired Qualifications**

- Master's Degree or combination education/experience in public health, environmental systems, ethnic studies, environmental justice or related fields
- At least 2 years project management experience, working with partners from diverse cultural, economic and social backgrounds
- Comfort with a workplace that values innovation, flexibility, and a high degree of administrative independence
- Strong communication and storytelling skills, including mastery of Microsoft office, Google suite, and finely-developed research skills
- Demonstrated skills and abilities in community organizing, public policy, project management, and building positive relationships with staff, community members, public and nonprofit organizations, appointed and elected officials, and others.
- Works well in a team and demonstrated experience with results-based supervision
- Passion for community-based solutions to food-based health and wealth challenges in communities of color
- Bilingual Spanish/English a plus
- Person of color strongly encouraged to apply

### **Salary and Benefits**

A competitive package of salary and benefits is provided. Salary will depend on experience and education level.

Please forward a cover letter and resume to: [jobs@mandelamarketplace.org](mailto:jobs@mandelamarketplace.org) Or mail to: Mandela MarketPlace, 1364 7th Street, Oakland, CA 94607

No phone inquiries please