



Position: Food Access Manager

Organization: The Land Connection

Location: This position is based in Champaign, Illinois and eligible for our approved hybrid work schedule. This position is not eligible for remote work.

Reports To: Program Director

Employment Status: Full Time, Exempt

Salary: \$48,242 - \$85,804

Benefits: Full health, vision, dental, and life benefits included, as well as partial benefit coverage for up to two dependents. Paid time off for vacation, holidays (floating holidays), sickness, and parental leave.

Summary Job Description

The Food Access Program Manager will be responsible for developing and implementing food access programming at The Land Connection. At present, that includes supervising the coordination and implementation of the Champaign Farmers Market and Champaign-Urbana Winter Farmers Market, managing all farmers market food assistance programs, and overseeing the organization's Link Hub program. They will be responsible for all aspects of managing the program including the securing and administration of funding, supervision of farmers market coordinators, managing a budget and associated expense accounting, designing and implementing programming as funding permits, community outreach, etc. This position reports directly to the Program Director. It requires a valid driver's license, access to a personal vehicle or car share, and the ability to lift 50 pounds. It also requires occasional travel and weekend/evening work.

Primary Job Responsibilities

- Maintain strategic vision for food access programs with a focus on community impact.
- Supervision of Farmers Market Coordinator(s), including hiring, training, oversight, and providing specific direction of day-to-day responsibilities.
- Oversee *Champaign Farmers Market* (May–October) and *Champaign-Urbana Winter Farmers Market* (November–April), including (but not limited to) vendor recruitment and management, market operations, vendor handbook revisions, and application updates.
- Oversee market benefits tasks, including (but not limited to) data tracking, reporting, accounting, and processing vendor reimbursements.
- Manage Link Hub program, including recruitment into the Hub, communication and support for participating Hub sites and other community support groups, and completing reporting requirements.



- Responsible for managing the program budget and ensuring alignment with the organization's financial goals.
- Develop and execute strategies for recruiting sponsors, managing sponsor relationships, and coordinating all aspects of sponsorship fulfillment and recognition.
- Manage execution of grant funded food access programs including writing and submitting grant reports, budgets, financial activity, progress toward grant goals, relationships with project partners, and evaluation of projects.
- Identify and review new grant opportunities for TLC to consider, as well as write applications for submission.
- Design and implement food access educational programs, including sourcing funding, creating registration pages, promoting and advertising, and/or executing the program.
- Collaborate with Marketing and Communications Director on the outreach strategy for food access programming and provide weekly programmatic content for use in outreach materials such as newsletters, web and social media content, flyers, etc.
- Participate in local media coverage for programming.
- Attend weekly staff meetings, check-ins, project meetings, etc.
- Other duties as assigned.

Qualifications

- Passion for and commitment to building and equitable local food system for our region
- Proven experience leading staff, promoting collaboration, ensuring accountability, and effectively communicating and upholding policies and procedures
- Strong organizational skills with the ability to prioritize tasks, manage multiple projects simultaneously, and maintain thorough records and documentation
- Demonstrated ability to produce accurate, detail-oriented work while consistently meeting deadlines
- Enjoys conversation and meeting new people
- Able to use Microsoft, Google, social media platforms, and other software with training
- Comfortable with significant time spent on computer
- Comfortable sitting or being on your feet for long periods of time
- Able to work in the evenings or on weekends, as well as travel
- Able to work outdoors in a variety of weather conditions
- Ability to lift weights up to 50 lbs and move equipment
- Available to work in Champaign, Illinois



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

Visit our website and apply at www.thelandconnection.org/employment/. Applications will be accepted on a rolling basis.