

Program Manager

Full-time job

412 Food Rescue

Program Manager – Food Recovery (Full Time)

Resumes accepted until position is filled.

Please email info@412foodrescue.org with “Program Manager” in the subject.

About 412 Food Rescue

412 Food Rescue is a direct response to the disconnect between the fact that we waste 40% of our food while 1 in 6 go hungry. Through a network of dedicated volunteers, 412 Food Rescue collects surplus food that might otherwise be thrown away and delivers it immediately to organizations that serve those who are food insecure. These healthy meals go to hungry people in shelters, schools, housing projects, and other programs and kitchens who serve or distribute food to those in need. Through our technology, 412 Food Rescue facilitates rapid response that helps bridge the gap between supply and demand. Piloting in Allegheny County, 412 Food Rescue aims to expand its model across urban centers nationally.

Ready to be inspired everyday? This is a unique opportunity to shape a social enterprise that merges technology and social good to tackle one of the most important food issues today.

JOIN one of the most innovative nonprofit teams in Pittsburgh today!

The Program Manager for Food Recovery is responsible for successful execution of 412 Food Rescue’s Food Recovery program. The Program Manager works closely with the Program Director to achieve program goals.

Responsibilities

Overall

- Work with the Program Director to manage tonnage targets, and other KPIs for the region.
- Take the lead on operations analysis and reporting.
- Identify supply chain weak points and works with the Program Director to implement solutions.
- Work with CEO, Program Director, marketing team, and volunteer manager to plan and execute regional engagement initiatives for all stakeholders.
- Work with Program Director to analyze program performance data to isolate trends, identify opportunities to improve systems, processes and programs, report on progress toward goals.
- Ensure food safety standards are maintained throughout the supply chain.

Nonprofit Partner Recruitment, Engagement and Retention

Work closely with the Program Director to:

- Recruit, retain, engage nonprofit partners.
- Ensure partner coverage throughout Allegheny County.
- Ensure diversified portfolio of partners -- to reach the most people, as often as possible.

- Ensure donation utilization throughout the donation pipeline, minimizing waste.
- Ensure equity of distribution within the nonprofit network.
- Measurably impact partner operations metrics – P&L, service, quality of food, etc.
- Continuously grow nonprofit partnerships – breadth in the County and depth within each partner.
- Implement programs that grow impact on hunger within communities.
- Ensure all recipient partner paperwork is up to date.

Volunteer Rescuers

- Effectively engage volunteer rescuer network.
- Effectively address volunteer issues as they arise.
- Ensure all volunteer paperwork is up to date.

Other

- Work with the CEO to develop new programs that advance the mission (as needed).

Qualifications and Skills

- A sincere and deep commitment to the 412 Food Rescue mission.
- College degree
- Excellent technological skills.
- Proficiency with Excel. Experience with database management required.
- Salesforce or other CRM system experience preferred.
- Experience with Tableau and other data visualization programs a plus.
- A bias for design thinking.
- Strong critical thinking skills, with the ability to analyze data, recognize trends, and drive strategic recommendations.
- Highly analytical, detail-oriented and process driven.
- Experience working in high-growth and/or early stage company environments.
- Willing to adjust course when appropriate new ideas or objections are raised.
- Highly adaptable and excited to operate in a fast-paced environment where the rules are often being defined just in time.
- Entrepreneurial and enthusiastic about working in a fluid, fast-paced start-up environment with minimal supervision.
- Skilled project manager who can identify needs, scope projects, implement strategy and juggle lots of moving pieces to see something through.
- Able to get into the details and deliver results under highest expectations on time and quality.
- Strong networker who has the natural ability to connect people with causes and engage them to take action.
- Resourceful and persistent with a history of building partnerships.
- Exceptional organizational skills.
- Experience with public speaking, writing and interpersonal skills.
- Be ready to get hands-on with all aspects of the daily needs. The buck stops with you.