**Join Us**

Help create a dynamic and diverse dream team for this exciting opportunity to transform Child Nutrition programs across the country! Action for Healthy Kids is embarking on building out the [USDA’s Healthy School Meals Incentives](https://www.fns.usda.gov/cnp/healthy-meals-incentives) program and is looking for a bright, detail-oriented, energetic Program Manager passionate about childhood health to ensure projects are delivered on time and within budget. This will be fast-paced and exciting work - you’ll need strong critical thinking capabilities to solve problems as they arise and finely tuned communication skills to ensure everyone remains informed, motivated, and onboard. If your skills include the ability to build and maintain open and honest communication, form strong working relationships, and provide motivational inspiration for staff, we’re looking for people just like you! We’ll work with many small and rural schools across the country to support and enhance the health of America's children through nutritious school meals.

**About Us**

Action for Healthy Kids is a national non-profit organization raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes school professionals, families, and communities to take actions that lead to healthy eating, physical activity, and healthier schools where kids thrive. We partner with dedicated volunteers—teachers, students, moms, dads, school wellness experts, and more—from within the ranks of our 140,000+ constituency to create healthful school changes. We are committed to impacting holistic changes, focusing on serving students from under-resourced communities.

**Position Title:**  **SR Manager, USDA Program**

**Position Location:** Remote; Chicago-based Preferred

**Position Type:** Full-time

**Classification:** Exempt

**Salary Grade:**9

**Reports To:** Director, USDA Program

**Original PD Date:** February 14, 2023

**Revised PD:**

**Position Summary**

The SR Manager, USDA Program will work closely with the Director, USDA Program to help build out the USDA Healthy Meals Incentives (HMI) Recognition Awards and Sub-Grants for School Food Authorities operations work plan, planning, organizing, and directing the completion of specific projects for an organization while ensuring these projects are on time, on budget, and within scope. The SR Manager, USDA Program will provide direct management to Nutrition Program Managers and a Program Coordinator. The SR Manager, USDA Program will be the lead for reviewing the sub-grantee HMI applications, coordinating the review process with the staff from our partner organizations, and conducting monthly meetings for the districts that receive sub-grants. The SR Manager, Programs will assist with coordinating communications and information to personnel and partners; assist with budget oversight to meet project goals to ensure smooth and efficient programs and services.

**Essential Functions**

* Supervise and evaluate the performance of assigned personnel; interview and select employees; recommend transfers, reassignment, termination, and disciplinary actions; coordinate subordinate work reassignments; and review work to assure compliance with established standards, requirements, and procedures; assure employee understanding of established requirements.
* Oversee the work of Healthy Meals Incentives Nutrition Program Manager(s) and Healthy Meals Incentives Nutrition Program Coordinator.
* Coordinate, attend, and conduct various meetings as assigned; prepare and deliver oral presentations concerning USDA Healthy Meals Incentives Recognition Awards and Sub-Grants for School Food Authorities.
* Act as a primary contact with the Chef Ann Foundation and other partners for the USDA Healthy Meals Incentives Recognition Awards and Sub-Grants for School Food Authorities Grant.
* Maintain regular contact with Project Director to ensure the liaison is aware of work activities and progress towards goals.
* Provide technical assistance to School Food Authorities seeking to establish, expand, or improve their School Nutrition Programs
* Collaborate with Communications Manager to develop and disseminate a variety of communication.
* Coordinate and direct USDA HMI Recognition Awards and Sub-Grants communications and information between Action For Healthy Kids, USDA, RMC Health, Chef Ann Foundation, School Food Authorities, communities and other agencies and partners as needed.
* Deliver and support the creation of the annual budget.
* Monitor the progress of contract goals.
* Other duties as assigned.

**Competencies**

* Communications: Excellent verbal and written communication skills. Coordinate and direct communications and information flow
* Client Orientation: Cultivating client relationships and ensuring that the client perspective is the driving force behind all value-added business activities.
* Leadership: Ability to build authentic relationships with others. Coaching, delegating, influencing, and developing the team.
* Adaptability: Effectively managing changing environments, including business challenges, technologies, etc. Works independently with little direction.
* Time Management/Organizational: Ability to prioritize and meet deadlines.
* Strategic mindset: the ability to anticipate and prepare for various outcomes that may or may not occur and eventualities that might unfold as you execute a strategic initiative.

**Supervisory Responsibilities**

* Plan, organize, and direct Nutrition Program Managers and a Program Coordinator to enhance performance and job alignment.
* Supervise and evaluate the performance of assigned directs.
* Oversee the development of Nutrition Program Managers and Program Coordinator
* Direct the maintenance of various reports, records, and files related to assigned activities.

**Education and Experience Qualifications**

* Bachelor’s Degree in Public Health, Nutrition, or Business Administration and 10 years of experience in child nutrition and/or Federal USDA programs or equivalent; or preferred Master’s degree in Public Health, Nutrition, or Business Administration with 7 years’ experience in child nutrition and/or Federal USDA programs or equivalent.
* Project Management experience is preferred.
* 2-3 years of experience managing employees
* Proficient with Microsoft Office Suite, SharePoint, and Salesforce
* Strong project/program management, facilitation, organizational, and customer service skills
* Strong budget management and forecasting experience.

The wage range for this role takes into account the wide range of factors that are considered in making compensation decisions including but not limited to skill sets; experience and training; licensure and certifications; and other business and organizational needs. Compensation decisions are dependent on the facts and circumstances of each case. A reasonable estimate of the current range is $67,298 to $87,400.

**Expected hours of work -** Hours of work are generally normal business hours, Monday through Friday. The HMI Recognition Awards and Sub-grants are available to schools participating in the National School Lunch Program and/or School Breakfast Program in the contiguous United States, Hawaii, Alaska, the District of Columbia, Puerto Rico, Guam, or the United States Virgin Islands. Work hours may need to be occasionally adjusted based on school location to provide support during school business hours.

**Travel—**approximately 10% overnight, multi-day travel can be expected to attend a variety of conferences, Healthy Meals Summits, and USDA FNS National Office meetings in Alexandria, VA.

**Physical demands—**The work is sedentary and usually accomplished while the candidate is comfortably seated at a desk or table; extended periods are required. Items carried typically are light objects such as briefcases, notebooks, and data processing reports. Extensive use of computer equipment; requires frequent telephone or virtual meeting activity.

*Action For Healthy Kids is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.*

Apply on this site or send resume to [careers@actionforhealthykids.org](mailto:careers@actionforhealthykids.org)