



FIELD & FORK NETWORK

We connect communities to innovative solutions that foster a sustainable food system.

Double Up Food Bucks Portfolio Manager – Farm Direct

How to Apply:

Interested applicants should submit a cover letter and resume to Kate Gorman at kgorman@fieldandforknetwork.com. No phone calls please.

Salary Range: \$58,500 – \$61,500

What's the job?

Your passion for the food system and everyone's ability to access it is key as you help small farmers navigate their own challenges in participating in Double Up Food Bucks NY. Your positive and optimistic approach is part of the reason you can work with a variety of personalities and build relationships. It also helps you to be self-sufficient and full of initiative while in the field while also staying connected to the goals of the program and your team. You remain confident as you are approached with new challenges to address because you are committed to helping the small farms make a living, and you will do what is right for the program. You have the communication skills to train people on the details of the program, helping everyone to participate and succeed. You recognize the seasonality of the work and enjoy the change in focus with the change in seasons. You are proud that you implement a program that ultimately supports people with limited access to healthy foods and supports the farming community at the same time.

About Field & Fork Network:

Field & Fork Network is a fast-growing New York State food and farming non-profit organization that connects communities to innovative solutions that foster a sustainable food system. Our work focuses on four important areas: agriculture economic development, food access, youth development, and healthy neighborhoods. We are a leader in developing programs and projects that address barriers and challenges across the food system while focusing on the unique needs of every community we serve.

About Double Up Food Bucks NY:

Double Up Food Bucks NY (Double Up), Field & Fork Network's signature food access program, is an innovative healthy food incentive that doubles the buying power of Supplemental Nutrition Assistance Program (SNAP) recipients, helping families bring home more fruits and vegetables while boosting local agriculture and small business. Double Up started in 7 Western NY farmers markets in 2014 and is now serving SNAP recipients across 30+ New York counties at over 180+ program sites.

What am I going to do?

- Develop and manage a portfolio of existing and new Double Up Food Bucks program sites through relationship building, collaboration, and inclusion.
- Design and execute an effective new program site recruitment and program implementation process.
- Support program sites by serving as primary contact, provide technical assistance, training, trouble shooting and problem solving while focusing on program compliance.
- Work with the Double Up team to develop effective training and informational resources, ensure program site data is submitted on-time and is accurate, and program materials are effective and up to date.
- Conduct regular site visits, host site-roundtable meetings for information sharing, and perform program site audits as needed. This will require some frequent travel and working partial days on Saturdays during the Farmers Market season (July – Oct.)
- Support qualitative evaluation efforts to best understand program impact and for continuous program improvements.

The Skill Set:

487 Main Street, Suite 200, Buffalo, NY 14203

www.fieldandforknetwork.com

www.doubleupnys.com



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- 3-5 years of experience implementing programs
- BA or BS degree
- Exhibits the following competencies:
 - Relationship Builder: effective at working with a large variety of people and building trust and collaborative approach to accomplishing mutual goals. Creates opportunities through partnership and inclusion.
 - Results-Driven: ensures integrity of data through timely collection and reporting; knows and achieves program results. Records are accurate and up to date with an attention to detail.
 - Creative Problem Solving: uses rigorous logic and methods as well as innovative approaches to solve difficult problems with effective solutions; is excellent at honest analysis; looks beyond the obvious; uses resources effectively and efficiently. Involves others as appropriate.
 - Adaptability: anticipates and recognizes changes in technology and work requirements and is adept at adapting to those changes; manages competing demands; able to deal with frequent change, delays and unexpected events.
 - Dependability: strong organizational and time management skills enables achievement of goals on time. Responsive to management and sites. Commits to focusing on and completing work when necessary to reach goals and deadlines.
 - Teamwork: balances team and individual work; supports everyone's efforts to succeed; exhibits objectivity and openness to other people's views.
 - Communicator: in both style and content, connects with others through verbal and written communication
 - Tech savvy: has an aptitude for learning new technologies; ability to trouble shoot; proficiency with the Microsoft 365 platform applications.

Bonus Points:

- Experience in food systems, nonprofits, and/or food justice issues.
- Experience in local agriculture including farmers markets.

What we offer:

- We strive to live and advance Field & Fork Network's Core Values of:
 - Equity Minded – We honor unique identities and perspectives with dignity
 - Forward Thinking – We turn ideas into long-lasting solutions
 - Collaborative – We incorporate diverse voices and ideas
- Our work model is hybrid, combining remote and on-site work. ,ur primary location will be at our headquarters in Buffalo, NY with 30 – 40% of travel across NYS.
- Your salary is supplemented with a competitive benefits package including health benefits, paid time off, and 401(k) employer match.

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