

**Program Manager, Healthy Retail**  
**LOS ANGELES FOOD POLICY COUNCIL**



**Los Angeles Food  
Policy Council**

**POSITION SUMMARY**

**Position:** Program Manager, Healthy Retail

**Hours:** Full time, exempt

**Location:** Los Angeles, CA (hybrid)

**Salary:** \$80,000 - \$90,000

**Applications Due:** June 25, 2025

**Desired Start Date:** ASAP

**ORGANIZATIONAL DESCRIPTION**

The Los Angeles Food Policy Council (LAFPC) is a collective impact organization working to make Southern California a Good Food region for everyone—where food is healthy, affordable, fair and sustainable. Through policy creation, cooperative relationships and innovative projects, our goals are to reduce hunger, improve public health, increase equity in our communities, create good jobs, stimulate local economic activity, and foster environmental stewardship. We specialize in cultivating a cross-sector network and strategic facilitation to achieve policy impact.

**POSITION DESCRIPTION**

LAFPC is in search of a Program Manager with a background in economic development and knowledge of the micro and small food and beverage business landscape. This role is key to leading our suite of Healthy Retail programs which increase access to healthy food and provide technical assistance and business development resources to food retailers. Key responsibilities include providing individualized technical assistance, curriculum development, leading workshops, tracking program performance, and creating essential program materials. The Program Manager will collaborate with and receive support from the Director of Programs and Innovation, and will directly supervise the Healthy Retail associate team. The Program Manager will also be instrumental in building supply chain connections that benefit participating food retailers who are primarily small corner stores and grocers. Moreover, the Program Manager will seek out community partnerships that benefit all Healthy Retail initiatives. The ideal candidate will have direct experience with and a keen interest in supporting microenterprise food entrepreneurs in underserved Los Angeles communities to push LAFPC's Good Food mission forward.

**Key Responsibilities:**

**Program and Budget Management:**

- Develop and monitor program budget with oversight from the Director of Programs and Innovation. Contribute on-the-ground knowledge of real time program needs and timelines.
- Develop and refine key program templates and tools including decks, assessments/surveys, and forms.

- Collaborate with the Director of Programs and Innovation on strategies to meet goals and deliverables for the Good Food Zones pilot, Healthy Markets LA, and Farm Fresh LA programs through team management, partnerships, and relationships with consultants.
- Generate community partnerships including L.A. Council District offices, business development agencies, and CBO's dedicated to healthy food access and food and beverage businesses.
- Develop outreach strategies to enroll and maintain engagement with program participants.
- Identify and implement methods to improve and refine programs in ways that better meet community needs and grant deliverables.

#### **Performance Tracking and Reporting:**

- Prepare and present reports detailing progress toward metrics and KPI's, challenges, gaps, successes, and key outcomes.
- Oversee project folders, maintenance of supporting documentation, and data collation.
- Monitor and evaluate program performance by analyzing data to assess program effectiveness, and identify trends and areas for improvement.

#### **Staff Collaboration, Training, & Supervision:**

- Supervise the work of consultants, supervise 2 full-time Healthy Retail Program Associates, and delegate to 1 Program Coordinator that maintains a part-time Healthy Retail focus.
- Train and coach Program Associates and Coordinator level staff on technical assistance, program templates, and key processes for Healthy Retail programs.
- Ensure appropriate delegation of tasks, maintaining an appropriate balance of scope of bandwidth for all team members.
- Provide weekly 1:1 staff guidance on technical assistance and program implementation.
- Meet regularly with the Director of Programs and Innovation to strategize on team management.

#### **Technical Assistance:**

- Maintain a caseload of up to 2 Healthy Markets L.A. businesses. Services include development of store spending plans, regular 1:1 check-ins and monthly in-store visits, linkage to resources, and associated documentation.
- Support business owners in navigating government programs including grant opportunities; assisting with the application process.
- Co-facilitation of monthly Good Food Zones Office Hour drop in sessions. Led primarily by subcontracted workshop facilitators with support and agenda setting provided by the Program Manager.

**Cross Departmental Collaboration:**

- Serve as a thought partner to the Policy and Coalitions team on the Good Food Agenda and policies related to food business and Healthy Retail.
- Work with the Policy and Coalitions team to agenda set for the Good Food Economy Working Group and cultivate the Healthy Retail Alliance.

**Community Engagement:**

- Serve as representative for LAFPC's Healthy Retail programs at relevant regional and local convenings and events.

**MINIMUM REQUIREMENTS/QUALIFICATIONS**

- Bachelor's or Graduate degree in Supply Chain Management, Business Administration, Social Entrepreneurship, Urban Planning, Food Studies, Public Health, or related fields.
- Minimum of 3 years of experience in economic development, business development, food retail, community markets, and/or food entrepreneurship.
- Minimum of 3 years experience providing 1:1 support services including case management, advising, or coaching.
- Minimum of 2 years experience working with underserved communities.
- Minimum of 2 years contributing to data analysis with proficiency in performance tracking and reporting.
- Minimum of 3 years experience managing projects from ideation to implementation and close out.
- Minimum of 3 years experience conducting strategic program outreach through partnerships, on-the-ground work, and community marketing.
- Excellent analytical, organizational, communication, and facilitation skills.
- Experience working effectively with communities that speak languages other than English, preferably Spanish.

**DESIRED SKILLS & EXPERIENCE**

- Extensive experience in the food supply chain and economic development.
- Conversational to fluent Spanish language skills.
- Knowledge of nutrition incentive programs including the California Nutrition Incentive Program (CNIP).
- Understanding of government grants and programs related to economic development, including compliance requirements
- Knowledgeable about various opportunities within the sector, including grants, partnerships, and development initiatives.

**OTHER REQUIREMENTS**

- A private vehicle, valid Driver's License as well as and proof of personal minimum liability insurance coverage per the requirements of California
- Special Requirements – When necessary, working evenings or weekends and occasional

overnight travel required

- Regular local travel to different sites throughout Los Angeles are required for this role.

**SALARY AND BENEFITS.** The [Los Angeles Food Policy Council](#), a fiscally-sponsored project of Community Partners, offers health, dental, and vision insurance, retirement plan, generous vacation and sick leave. LAFPC staff is currently working remotely and convenes in person on a monthly basis. Additional in-person engagements may be required for this role. We are an equal opportunity employer and encourage people of color, women, and LGBTQ persons to apply.

**HOW TO APPLY.** Applications should be submitted to [jobs@goodfoodla.org](mailto:jobs@goodfoodla.org) with the subject line: **Program Manager - [NAME OF CANDIDATE]**. Please include: (1) a cover letter with relevant experience and leadership abilities, (2) a resume, (3) writing sample such as academic work, project plan, proposal, or business plan not to exceed two pages.