



Community Fund Program Manager

March 2024

Who Are We?

Chicago Food Policy Action Council (CFPAC) was founded in 2002 as a coalition, became a 501c3 nonprofit in 2011, and added full-time staff in 2017. CFPAC connects people across Chicago's food system to build equitable networks and to advance food justice and food sovereignty.

Our Mission & Vision

We envision a food system where residents of all races, genders, and social identities have the right to produce and access food through community-driven, ecologically regenerative, and economically resilient processes. We address gaps in today's food system using an incubator model to initiate solutions that build an equitable future for systematically marginalized, local farms and food businesses. We specifically focus on dismantling structural racism in the food system and lifting up food policies that support Black, Indigenous, and People of Color. We champion food leaders who equitably represent Chicago's tapestry (race, class, gender, social identity) by connecting them within our network to take leadership roles, lead policy conversations, and establish greater capacity for equitable solutions. We prompt grassroots action for food system equity by creating space for leaders to connect, facilitating conversations around policy and solutions, and addressing systemic barriers to food equity and food access. Visit www.chicagofoodpolicy.com to learn more.

Position Overview

The Community Fund Program Manager will oversee the strategy and continuity of the GFPI Community Fund Grant Program that launched in 2023. You will be asked to sustain the successes of Year 1 and build on them with the Community Fund Steering Committee, filled by community-based organizational partners.

The GFPI Community Fund's objective is to increase access to Good Food Purchasing Program (GFPP)-aligned produce and/or food products in the Metro Chicago region through financially supporting systematically marginalized, local farms and food businesses striving to meet GFPP standards (including sourcing, sustainable practices, fair labor, animal welfare, and nutrition).

This grant program executes annual cycles of grant awards with the number of awards based on proposed projects.

Objectives You're Here to Meet!

- Sustain and refine a grantmaking program to support local farmers, food businesses, and social enterprises looking to serve community meal programs, institutions, cafeteria settings, etc.
- Reconvene and recruit new Metro Chicago Good Food Purchasing Initiative (GFPI) Community Fund Committee members to support RFP processes in development, evaluation, outreach, and awarding.
- Provide ongoing leadership in RFP release and support applicants through the process.
- Lead and facilitate the decision making process for the GFPI Community Fund Committee in awarding.
- Serve as GFPI Community Fund leader and representative for Chicago Food Policy Action Council in award communication, and stewardship of funded projects.
- Complete all pre- and post-award data collection and reporting of fund award impacts.



Position is Accountable for...

- Managing and documenting internal grantmaking procedures, including budgeting and reporting, to ensure efficient and effective allocation of funds
- Ensuring adherence to the Fund Charter, aligning all activities with the objectives of the Good Food Purchasing Initiative (GFPI) Community Fund
- Managing budgets both specific program implementations and the program area as a whole
- Facilitating and managing processes of the GFPI Community Fund steering committee, including RFP issuance, proposal evaluation, outreach, and fund disbursements
- Coordinating administrative and logistical support for program implementations, including grant processing, IT resource management, meeting logistics, and documentation (such as creating agendas and archiving all program materials)
- Attending regular (and ad-hoc) Metro Chicago Good Food Purchasing Initiative (GFPI) meetings to contribute insights and updates related to the Community Fund
- Leading the publication, promotion, and review of RFPs, collaborating with the steering committee to evaluate proposals and select recipients.
- Overseeing contract management processes (i.e. technical assistance), including scope development, invoicing, payment tracking, and partnership evaluation to ensure successful project completion
- Acting as the primary point of contact for grant recipients, conducting quarterly check-ins to assess project progress, address any challenges, and provide guidance and support.
- Developing and disseminating communications for GFPI-related training and events to engage stakeholders and promote participation
- Representing the Community Fund while attending community meetings and other events to build and foster new relationships, while thoughtfully stewarding and deepening existing relationships
- Overseeing development of an annual Community Fund report and support promotion of funded projects on social media, the CFPAC website, events, and other media outlets
- Supporting measurement and evaluation of the Community Fund's impact through appropriate data capturing and management systems to meet the GFPI principles of improving equity, accountability, and transparency
- Cultivating relationships with aligned funders to identify auxiliary resources and collaboration opportunities to enhance the Community Fund's reach and impact.
- Supporting ongoing capacity building for the growth and sustainability of the Community Fund
- Contribute to the development of strategic plans and programmatic goals for the Community Fund, identifying areas for growth and innovation to address community needs effectively.

What You'll Bring

- Understanding of community food systems and small food entrepreneurship
- Commitment and passion to food justice & equity
- Experience in project management
- Experience or familiarity in community development
- Experience and thorough understanding of grantmaking process
- Experience with partnership or coalition building
- Based in Chicago, available for regular in-person meetings and to conduct site visits to prospective and funded projects



Desired Competencies

- **Self-Starter:** Highly self-motivated with a knack to move projects forward independently and on teams
- **Judgment/Decision Making:** Ability to intuitively make sound decisions when all the information is not available. Knowing when to engage and when to listen, and how to combine knowledge and context.
- **Organization/Planning:** Excellent project management ability; able to effectively balance and prioritize multiple projects and initiatives with various deadlines
- **Resourceful:** Ability to find efficient and innovative ways to overcome challenges, optimize resources to improve or create, and present solutions to every obstacle.
- **Adaptability:** Ability to react positively to change and remain productive in a changing environment. The capacity to change one's actions, approach, or decisions based on new information or a new situation.

Total Rewards Package

Salary range is \$62,500 - \$70,000 based on experience and qualifications for the role. We will not be able to accommodate requests to go above this range. CFPAC is proud to offer a premium benefits package starting day 1, with 100% employer-covered health care through Blue Cross Blue Shield for employees, fully covered vision and dental insurance for employees, a generous annual professional development allowance, approximately 30 accrued PTO days in addition to over a dozen paid holidays, and 401k with employer-match. Chicago Food Policy Action Council is a semi-distributed team, providing individual and team collaboration work spaces at our Loop office. We host mostly hybrid meetings for staff to attend in person and virtually. However, we do expect this position to live in Illinois with availability for in-person partner meetings, events, and staff gatherings.

Chicago Food Policy Action Council is a distributed team, providing individual and team-collaboration work spaces in the Loop and other Industrious coworking spaces. We host hybrid meetings for staff to attend in-person and virtually.

How to Apply

Please submit your resume and a one-page cover letter tying your experience to specifics in the job description to Hiring@chicagofoodpolicy.com with the subject line "Community Fund Program Manager application." Applications received by April 8 will be given priority review.

Equal Opportunity Employer

Chicago Food Policy Action Council is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. CFPAC makes hiring decisions based solely on qualifications, merit, and business needs.

We strongly encourage all who are interested to apply, regardless of whether or not you meet all of the listed qualifications! Studies show women and BIPOC candidates are less likely to apply unless they check every single box. We are committed to building a diverse, inclusive, and uniquely talented team reflecting the beautiful tapestry of Chicago and the world. If you are excited about this opportunity but your experience doesn't match up perfectly, please consider applying anyway.