

Program and Development Manager

Pay Range: From \$26/hr | **Part-Time (20-25 hours/week)**

Position Overview:

The Program and Development Manager is responsible for leading community outreach, program development, and promoting the mission of Lamoille Community Food Share (LCFS), a non-profit dedicated to alleviating hunger in Lamoille County.

Key Responsibilities:

- **Fundraising & Communications:**
 - Manage donor engagement, grant writing and reporting, annual appeals, and event coordination.
 - Create social media content, digital campaigns, and fundraising appeals to engage and steward donors.
 - Develop strategies to increase LCFS visibility and support through digital platforms.
- **Community Outreach & Representation:**
 - Serve as the primary spokesperson for LCFS, promoting its mission and activities.
 - Develop and implement public awareness programs to increase volunteerism and event attendance.
 - Build and maintain partnerships with local organizations and represent LCFS at relevant community meetings (e.g., Hunger Council).
- **Program Development & Coordination:**
 - Produce monthly Board Report.
 - Work with the Operations Manager to set program goals, track progress, and evaluate outcomes.
 - Support staff and volunteer development, including training and standards for conduct.
- **Strategic Leadership:**
 - Lead and engage with staff and board members in implementing LCFS's strategic vision and goals.
 - Ensure non-profit compliance; develop policies and procedures.
 - Foster a collaborative and professional work environment, encouraging staff development and high performance.
- **Other Functions:**
 - Perform other tasks as assigned by the Board of Directors.
 - Positively contribute to an organizational culture of safe and secure food handling, warehousing and distribution.

Qualifications:

- Strong communication and public speaking skills.
- Experience in non-profit program management, community outreach, fundraising and/or marketing and communications.
- Ability to work effectively with a diverse group of people, including staff, volunteers, and community members.
- Clean driving record.

Benefits:

- 50 hours paid time off annually
- 9 paid holidays annually
- Some flexible work hours; must be on site at least 8 hours each week during pantry open hours
- Opportunity to impact the local community
- Reports directly to the LCFS Board of Directors

This position offers an opportunity to make a direct impact on the local community while co-leading a passionate team in advancing LCFS's mission to combat hunger.