



Job Description

Position:	Child Nutrition Manager
Classification:	Full Time, 40 hours per week, Exempt
Department:	Policy
Reports to:	Chief Policy Officer

Job Summary

The mission of Montana Food Bank Network (MFBN) is to end hunger in Montana through food acquisition and distribution, education, and advocacy. The Child Nutrition Manager works closely with the Chief Policy Officer to drive MFBN's advocacy and community engagement efforts related to child nutrition programs.

The Child Nutrition Manager manages the No Kid Hungry Montana campaign, which seeks to increase participation in federal child nutrition programs through local and statewide outreach efforts and long-term policy change. Child nutrition programs included in the No Kid Hungry Montana campaign include programs such as the School Breakfast Program, National School Lunch Program, Summer Food Service Program, and Child and Adult Care Food Program (CACFP).

The No Kid Hungry Montana campaign is a partnership between Montana Food Bank Network and Share Our Strength, a national nonprofit committed to ending hunger and poverty in the US and abroad.

The Child Nutrition Manager supervises the Child Nutrition Coordinator in engaging schools and other community organizations to increase access to child nutrition programs in Montana.

Duties and Responsibilities

Community Engagement

- Provide supervision to the Child Nutrition Coordinator on school and community engagement strategies, including the distribution of mini-grant funding to schools and local organizations, as aligned with the goals of the No Kid Hungry Montana campaign.
- Work with the Child Nutrition Coordinator to provide support and technical assistance to schools, community-based organizations, and other program sponsors to strengthen School Breakfast Programs, Summer Food Service Programs, or other identified child nutrition priorities.
- Monitor and share best practices for program outreach and administration with community partners, policymakers, and other stakeholders.
- Build connections between community-level child nutrition partners and MFBN's child nutrition advocacy strategy; use lessons and experiences learned through community engagement to inform child nutrition advocacy.
- Support and identify opportunities for new strategic partnerships with key stakeholders.
- Represent MFBN within child nutrition coalitions and in partnership with state and national organizations.
- Serve as spokesperson for state campaign media opportunities as needed.

Policy Advocacy

- Work closely with the Chief Policy Officer to identify and pursue MFBN's policy priorities related to child nutrition programs at the state, federal, and administrative levels.
- Develop and maintain a strong understanding of child nutrition programs, including program

policies and participation trends related to school meal programs, Community Eligibility Provision, Summer EBT, Summer Food Service Program, WIC, SNAP, and CACFP.

- Engage and support community partners such as schools, families, and program sponsors in child nutrition advocacy efforts.
- Monitor evolving opportunities and threats to the child nutrition programs and provide guidance and leadership on MFBN's advocacy strategy.
- Maintain relationships with Montana's Congressional offices, state legislators, and state program administrators overseeing the child nutrition programs, serving as a partner and resource on child nutrition programs in Montana.

No Kid Hungry Project Management

- Manage relationship with national No Kid Hungry partner, Share Our Strength (SOS), including confirming the alignment of No Kid Hungry Montana workplan with contractual responsibilities and goals.
- Work with the Chief Policy Officer to create and adhere to the annual program budget for MFBN's No Kid Hungry Montana campaign, including the management of grant and contract funds.
- Evolve goals and strategies of the No Kid Hungry Montana campaign as appropriate, based on ongoing learning and experience in this new area of work.
- Coordinate with the Chief Development Officer to build and maintain relationships with No Kid Hungry Montana funders, keeping them informed on the initiative and the impacts of their financial support.
- Establish program evaluation metrics, collect relevant data, and ensure the timely and accurate submission of required reports.
- Work across departments to share strategies and relationships related to child nutrition programs in support of other organizational programs or goals.

Skills and Qualifications

- Commitment to MFBN's mission and the alleviation of hunger in Montana through long-term policy change.
- Strong written and verbal communication skills.
- Ability to organize and prioritize multiple responsibilities.
- Strong attention to detail and accuracy.
- Ability to work independently and in a collaborative setting as a team member.
- Excellent interpersonal skills, including the ability to work productively with staff, policymakers, communities, and organizations.
- Willingness to take initiative, develop new ideas, and strategies.
- Proficient in Microsoft Office Suite.
- Experience in digital communications (social media, e-newsletters).
- Valid driver's license.
- Ability to travel in-state and occasionally to out-of-state conferences.
- Perform any additional tasks and duties as assigned.

Required

- Bachelor's Degree in Social Work or a social science field and/or equivalent experience in advocacy or program management.
- One or more years of work experience related to policy advocacy, public nutrition programs, social

services, or another applicable field.

Preferred

- Individuals with lived experience of food insecurity are encouraged to apply.

Worksite

- MFBN's main office is located at 5625 Expressway, Missoula, MT 59808; MFBN's Policy Department, including this position, is located at 3301 Great Northern Ave, Missoula, MT 59808.
- Hybrid or remote options are available for this position.
- Occasional travel within Montana and out of state may be required.

Compensation

Montana Food Bank Network offers a competitive benefits package including 100% employer-paid medical for employees, monthly HSA contribution, retirement plan with up to 3% employer match, paid holidays, and (*as an exempt-status employee*) 5 weeks paid time off (PTO) in the first year. We strive to provide non-cash benefits that encourage a work-life balance and promote the physical, mental, and financial health of our employees and their families, including flexible work schedules, education, and training opportunities, and eligibility for the Public Service Federal Student Loan Forgiveness Program.

To apply

Please submit your resume and cover letter to Nicole Burlingame-Stead, Employee Relations Manager at nburlingame-stead@mfbn.org. This position will be open until filled.

Montana Food Bank Network is an equal-opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.

Offer of employment is contingent on the successful completion of a background check.