

JOB TITLE	Program Manager: Food as Medicine
DEPARTMENT	Programs
REPORTS TO	Food Access Program Director
FLSA CLASSIFICATION	Professional
LOCATION	Buffalo, NY
EFFECTIVE DATE	Open
COMPENSATION	\$60,500-\$62,000

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 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

We are deeply committed to fostering an environment where people feel supported, listened to and able to do their personal best.

What's the job?

The Food as Medicine Program Manager is responsible for the development, implementation, operations, and data management of the Produce Prescription Program (PRx) across New York State. This role focuses on program creation, growth, innovation, and evaluation to improve food access and health outcomes for individuals with diet-related health conditions.

The Program Manager will lead research and program initiatives, analyze program data, and develop strategies for continuous improvement. They will cultivate and manage relationships with stakeholders, including health networks, state agencies, businesses, foundations, nonprofit organizations, and retail partners, to expand and enhance the Field & Fork Network's produce prescription program. This position requires both independent initiative and collaboration with the broader food access team and greater

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community of stakeholders to advance sustainable food systems and promote health equity.

How to apply

If you are passionate about making a difference and have the skills to drive organizational excellence in a non-profit setting, we invite you to apply and join us in advancing our mission. As an equal opportunity employer, Field & Fork Network considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

To apply, please send a cover letter, resume and a portfolio of relevant work to hiring@fieldandforknetwork.com. Please include Executive Administrative Assistant in the subject line. Do not use the Linked In Easy Apply feature.

What am I going to do?

Program Development & Strategy

- Collaborate with Field & Fork Network's Food Access team to develop and implement strategic plans for the Produce Prescription (PRx) program, ensuring alignment with organizational goals and priorities.
- Plan, execute, and manage a PRx pilot project in Niagara Falls, working closely with local stakeholders to establish and refine program operations.
- Assist in grant writing and reporting to secure funding for program expansion and sustainability.
- Stay informed on best practices, emerging trends, and evidence-based interventions in the Food as Medicine field through research, coalition engagement, and industry collaboration.

Stakeholder Engagement

- Build and maintain partnerships with healthcare providers, community organizations, government agencies, and funders to grow and strengthen the PRx program, including identifying wrap around services aimed at strengthening the impacts of the PRx program.
- Work closely with healthcare partners to promote program awareness, facilitate referrals, and streamline participant enrollment processes.
- Support retailers in becoming active PRx redemption sites by providing training, technical assistance, and ongoing collaboration.

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- Collaborate with the Field & Fork Network team to identify and secure funding opportunities that support program sustainability and scalability, including 1115 Waiver and local, as well as national grant opportunities.

Program Management & Operations

- Oversee day-to-day program operations, including participant enrollment, voucher distribution, reimbursement processing, and retailer coordination.
- Develop and implement program protocols, standard operating procedures, and best practices to ensure efficiency and effectiveness.
- Monitor program outcomes, collect and analyze data, and generate reports to evaluate program impact and identify areas for improvement.
- Provide guidance, training, and capacity-building support to stakeholders to increase awareness and enhance program implementation, including working with third-party evaluators when necessary
- Work out of Niagara Falls, NY, at least once per week to oversee pilot operations and engage with local partners.
- Supervise interns, creating work plans, and supporting them in key capacity building and direct service roles for the enhancement of Field & Fork Network's PRx program.

Budget & Resource Management

- Occasionally develop and manage program budgets (grant funds), ensuring compliance with funding requirements and financial best practices.
- Identify resource needs and work with the team to secure funding through
- grants, contracts, and partnerships to sustain and expand program activities.

The Skill Set

Education:

- Bachelor's degree preferred or equivalent experience in a related field

Experience:

- Minimum of 3 years of experience in program implementation, ideally in a mission-driven or nonprofit setting.

Skills:

- Strong written and verbal communication skills for internal collaboration and external engagement.
- Excellent organizational skills, with the ability to manage multiple priorities and meet deadlines.

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- Ability to build relationships, solve problems, implement program expectations, and maintain accurate records.
- Proficiency in Microsoft 365 applications.
- Experience with Salesforce or other CRM platforms preferred.

Attributes:

- Attention to detail and ability to handle confidential information with discretion.
- Strong commitment to Field & Fork Network's mission and ability to effectively communicate program priorities.
- Willingness to embrace and advance Field & Fork Network's Core Values:
 - **Equity-Minded** – Honoring diverse identities and perspectives with dignity.
 - **Forward-Thinking** – Transforming ideas into lasting solutions.
 - **Collaborative** – Incorporating diverse voices and ideas.
- Valid NYS driver's license and reliable transportation (occasional long-distance travel required).

What we offer

- Field & Fork Network operates a hybrid model, combining remote and on-site work
- Your salary is supplemented with a competitive benefits package including health benefits, paid time off, and 401(k) employer match
- Compensation of \$60,500-\$62,000, commensurate with experience

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