



## **Tulsa Regional Program Manager/Child Hunger Outreach Specialist**

### **BACKGROUND**

**Hunger Free Oklahoma**, a fund of the Tulsa Community Foundation, exists to leverage the power of collaboration to solve hunger in Oklahoma by improving systems, policies, and practices. HFO is a new statewide nonprofit established to work as a backbone organization to create systemic solutions, public/private partnerships, and collaborate with existing organizations addressing hunger.

HFO is seeking program staff to work directly with various stakeholders at the state and local levels and provide technical assistance for implementation of Federal Nutrition Programs. HFO does not provide direct service, instead, we collaboratively work with community based organizations, government agencies, and other stakeholders who directly serve individuals. We provide support through technical assistance, convening, research, and policy guidance to nonprofit, government, and other stakeholders statewide.

### **JOB PURPOSE**

The Tulsa Regional Program Manager/Child Hunger Outreach Specialist will join Hunger Free Oklahoma's Tulsa staff in support of Tulsa regional field staff and Child Nutrition Program Expansion in and around Tulsa. Hunger Free Oklahoma's Tulsa regional work includes expanding Federal Child Nutrition Programs in and out of school, developing public/private partnerships to promote and increase access to SNAP and WIC, and supporting community efforts to address hunger.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Tulsa Regional Program Manager will manage and support staff across all program areas in the Tulsa region. With the Program Director and Oklahoma City Regional Program Manager, the position will develop programs and support staff in understanding and implementation. The Tulsa Regional Program Manager will become an expert in Federal Child Nutrition Programs in order to assist schools and other nonprofits in applying for, implementing, and improving outcomes in Federal Child Nutrition Programs.

This position is responsible for empowering staff to accomplish program objectives through their leadership and modeling of HFO's mission. They will also coordinate regional meetings, serve as the point of contact for local program administrators, and promote Federal Child Nutrition Programs within the community.

#### **Position Responsibilities:**

- Lead/manage Tulsa regional program staff
- Develop/implement child nutrition outreach strategies
- Convene/support child hunger stakeholders
- Establish/execute strong consulting relationships with strategic stakeholders
- Identify/develop strong partnerships with local organizations
- Track/report grant deliverables
- Provide technical assistance and serve as a resource on all Child Nutrition Program issues
- Educate public and provide community outreach



## REQUIREMENTS & QUALIFICATIONS

### Education and Experience

- Bachelor's degree; or Associate's degree, in addition to 6 years of experience in education, nutrition, and/or nonprofit administration
- Management experience
- Proficient in MS Office Suite
- Project Management experience (preferred)
- Salesforce experience (preferred)
- Research experience (preferred)

### Desired Strengths and Abilities:

- Effective communication – to a broad range of audiences; comfortable working with diverse population and knowledge of a wide subject matter
- Strategic thinking and innovation– ability to reason and solve problems in high pressure situations; recognize strategic opportunities for systems change; introduce new tactics or approaches that significantly improve or revise existing systems
- Engaging and passionate - must be able to explain to stakeholders how hunger impacts their work and get them excited about addressing it
- Self-motivation – results oriented, takes action, committed to continuous learning and growth
- Collaborative – must be skilled in facilitating and staffing meetings and developing buy-in

Hunger Free Oklahoma is a partner of Tulsa Community Foundation.

**Please e-mail cover letter and résumé to:** [info@hungerfreeok.org](mailto:info@hungerfreeok.org)

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