



WIC Community Innovation and Outreach (CIAO) Project Manager

Position Available

The Food Research & Action Center (FRAC) is seeking a Project Manager within the Nutrition Policy and Early Childhood Nutrition Program Unit to support FRAC's work on the USDA funded Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Community Innovation and Outreach (CIAO) project. FRAC is the nation's leading policy and advocacy organization dedicated to fighting hunger and injustice. FRAC works to improve the nutrition, health, and well-being of people struggling against poverty-related hunger in the United States through advocacy, partnerships, and by advancing bold and equitable policy solutions. To attain this mission, FRAC engages in research, policy analysis and advocacy, coalition-building, outreach, technical assistance and training, and an array of communications strategies. In partnership with hundreds of national, state and local nonprofit organizations, public agencies, corporations, schools, and labor organizations, FRAC addresses hunger and food insecurity, and poverty as their root cause.

This is an exciting opportunity to make a difference by contributing to strengthening the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). There has never been a better time to engage and collaborate to provide equity-focused solutions to end hunger, promote nutrition and improve health outcomes.

The Project Manager will play a leadership role within the WIC CIAO project, working closely with the project team to develop, meet, and track project goals. The Project Manager will report to FRAC's Director of Nutrition Policy and Early Childhood Programs. Currently, FRAC is operating remotely. When it is safe to return to the office, this position will require some in-person meetings and work.

What's Attractive to the Right Candidate?

- The successful team member will be joining an effective, committed, high-performing group of colleagues who are well-regarded in the community.
- FRAC is financially stable with a track record of effective fund development and a plan for continued growth.

- A seat at the table to help shape the organization's future - this position will work with all levels of staff at FRAC across units, as well as FRAC's network of partners.

Essential Functions/Primary Responsibilities

- Develop project management systems and workplans.
- Coordinate work; track timelines, milestones, and assigned tasks; and ensure project deliverables are met on time and within budget.
- Communicate regularly and coordinate with units across FRAC, project partners, and an advisory board.
- Assist in the development of Requests for Proposals and project reports.
- Coordinate and provide technical assistance to the subgrantees, including leading group calls and webinars.
- Develop agendas for and facilitate project meetings.
- Plan, organize, and deliver presentations, convenings, webinars, and training to diverse audiences at local, state, regional, and national meetings, conferences, and on webinars.
- Liaison with FRAC's communications and technology teams to regularly update the project website and communicate publicly about the project.
- Work with a diverse group of national partners, state agencies, program operators, clinics, community organizations, and others to implement best practices that strengthen the positive impact of and increase efficacy of and access to WIC.
- Write analytic reports, guides, outreach materials, and briefs, for use by advocates, government agencies, policy makers, program operators, and the media.
- Work with partner organizations to develop training and resources for their affiliates and members.

Requirements and qualifications

- Master's degree required.
- Documented experience planning, implementing, and evaluating dynamic and large-scale projects. Experience implementing federal government grants a plus.
- At least 5 years working in project management for public health, public policy, anti-hunger advocacy, community nutrition, public programs, or related fields.
- Knowledge of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).
- Ability to meet deadlines and achieve goals.
- Strong detail-oriented planning and implementation skills.

- Very strong writing, analytical, data, research, public speaking, and organizational skills.
- Commitment to diversity, equity, and inclusion is required. Ability to use Racial Equity, Diversity, and Inclusion principles in their interactions to thoughtfully and effectively communicate with diverse partners and stakeholders including national partners, state agencies, program operators, clinics, community organizations, and people with lived experience with poverty and hunger a plus.
- Outstanding oral and written communication skills.
- Ability to work with a wide range of groups and individuals.
- Ability to work independently and collaboratively.
- Ability to seek solutions independently, as well as to build consensus and vision as a member of a team.
- Commitment to working for social and racial justice.

Salary and Benefits

The starting salary is \$75,000 and commensurate with experience; excellent health, dental, vision, retirement, and other benefits; generous leave; enthusiastic and supportive staff.

To Apply

Click [here](#) to submit a résumé, brief writing sample (no more than three pages), and cover letter providing a summary of accomplishments and experience.

No phone calls please.

Opening/Closing Dates

The position is available immediately. It will close when filled. However, FRAC seeks to hire a qualified individual as soon as possible.

FRAC is especially interested in candidates with lived expertise with hunger or poverty who can contribute to the diversity of the organization.

FRAC is an equal opportunity, affirmative action employer. FRAC is firmly committed to a policy against discrimination based on age, gender, race, religious creed, sexual orientation, disability, or ethnic or national origin.