



JOB ANNOUNCEMENT

Senior Program Manager, Dallas (Full-Time)

About Brighter Bites

Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food. To learn more about Brighter Bites, visit <https://brighterbites.org>.

Role

The Senior Program Manager will play a central role in the management of programmatic activities in their home city's operations, overseen by the Regional Program Director, Texas. The Senior Program Manager works independently and collaboratively with Brighter Bites staff to manage and implement all aspects of local programming. Other responsibilities include delivery of trainings, site monitoring, and evaluation management for Brighter Bites. This position requires excellent analytical, interpersonal, organizational, and writing skills, as well as independent judgment. The Senior Program Manager oversees full-time program staff, including a Senior Operations Coordinator with responsibility for produce program logistics.

Position Description

- Responsible for successful implementation of all aspects of programming including but not limited to operations and logistics, produce bagging and distribution, volunteer management, fun food experience, and nutrition education.
- Building and maintaining relationships with program sites, staff, and volunteers.
- Supporting implementation of evaluation methodology, including survey administration and data management and reporting.
- Supporting produce procurement, logistics, and related relationships.
- Identifying, recruiting, and onboarding schools for Brighter Bites programming.

- Scheduling and supervising staff, including performance management and professional development.
- Implementing and managing program policies and procedures.
- Managing assigned program budget, ensuring fiscal responsibility and adherence to financial policies and procedures.
- In coordination with Regional Program Director, championing local fundraising efforts, participating in marketing opportunities, making administrative decisions, and overseeing human resources for the city.
- Acting as office manager and partner liaison for the local Brighter Bites office.

Requirements

- Desire and passion in working with a mission-driven organization related to children and families.
- Experience managing full-time employees and overseeing the entire hiring cycle.
- Strong project management and problem-solving skills.
- Experience managing a budget and making informed purchases that align with programmatic and strategic goals.
- Excellent writing and interpersonal communication skills.
- Experience giving oral presentations and facilitating trainings.
- Comfort being managed remotely, reporting to multiple stakeholders, and collaborating remotely across departments and teams.
- Ability to adapt to different work styles and behaviors.
- Willingness to work occasional flexible hours.
- Bachelor's degree or higher in nutrition, public health, or a related field preferred.
- Conversational Spanish preferred.

Operational and Physical Requirements

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to travel independently to school sites around city area (w/ mileage reimbursed).
- Must be able to lift produce boxes/bags weighing between 10-50 pounds each on an occasional basis.
- Must be willing to support occasional work outdoors at site locations for multiple hours at a time.

Work Schedule

- This is a hybrid remote position.
- A typical day may include monitoring produce bagging and distribution operations on-site or remotely; leading team, partner, and employee 1x1 meetings; or managing administrative, financial, and development tasks.
- A typical schedule is: variable 8AM – 5PM, maintaining 40 hours per week, with occasional early mornings and evening hours to support operations or school events.

Compensation

- \$59,000-63,000

Brighter Bites provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

*To apply, please send resume and cover letter to
Megan.Hall@brighterbites.org
with "Senior Program Manager, Dallas" in the subject line.*

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