

Program Manager - Friedman School of Nutrition Tufts University

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Posted Sep. 26, 2024, set to expire Feb. 8, 2025

Job Title	Program Manager - Friedman School of Nutrition
Department	Food is Medicine Institute https://tuftsfoodismedicine.org/
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research/Technical/Laboratory Grant Writer/Technical Writer Communications/Public Relations
Job Website	https://jobs.tufts.edu/jobs/20968?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Food is Medicine Institute is a new, cross-university collaborative effort at Tufts, bringing together faculty from the Friedman School, Tufts University School of Medicine, Tufts Medicine, and other local and national partners to advance research, training, patient care, and community engagement around food is medicine (FIM). FIM is a set of food-based nutrition programs and interventions integrated into the health care system to advance specific health needs and health equity in different populations.

Tufts is already the leading academic institution globally for advancing FIM. Information on some of the FIM activities at Tufts is here: <https://tuftsfoodismedicine.org/>. This new, first-of-its-kind Institute will

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lead the nation in collaborative, high impact efforts to transform healthcare by integrating high-value food-based nutritional interventions and related programs as therapeutic and preventive interventions. The Institute's activities will include research and translation, clinical care pathways and implementation, education and training, and community outreach and policy development around FIM. Through these activities, the Institute will serve as a catalyst to drive change, improve health, reduce health disparities, and create a more equitable and resilient healthcare system that recognizes the power of food as medicine.

What You'll Do

The Program Manager for Partnerships and Events will play a pivotal role in advancing the Institute's mission by overseeing and executing two critical areas: the Annual Summit and the National Network of Excellence. Reporting directly to the Managing Director, this role is focused on translating strategic goals into actionable outcomes through effective management of large-scale events and strategic partnerships. The Program Manager will utilize superior communication and organizational skills to meet deadlines and achieve goals.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Master's degree in related discipline and 5+ years project administration experience or related role
- Proficiency and proven track record in grant, financial, and contract management
- Detail-oriented, with strong problem-solving skills and a proactive approach
- Discretion, tact, and judgment to act on behalf of the Managing Director and other faculty members
- Experience supporting senior leadership
- Adapt to changing priorities and manage multiple projects simultaneously
- Resourcefulness to seek out and independently propose solutions to problems

Special Work Schedule Requirements:

Participation in evening events preceding or following in person convenings 2-3 times a year



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Pay Range

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact