



COMMUNITY OUTREACH MANAGER Position Announcement

Application Dates:

(Note: Resumes will be reviewed on a rolling basis until position is filled or deadline.)

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In our mission to lead the effort to eliminate hunger in our community, the Foodbank has distributed over 291.3 million pounds of food equating to over 242.9 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. During the 2015-2016 fiscal year, the Foodbank distributed over 18 million pounds of food equating to over 15 million meals to the community.

Position Overview:

The **Community Outreach Manager** for Foodbank of Southeastern Virginia and the Eastern Shore (FSEVA) reports to the Director of Programs and serves as a vital team member in the Strategy and Innovation Department.

The Community Outreach Manager serves two important roles to ensure that FSEVA is positioned to “Feed the Line” while working to “End the Line.” Working with FSEVA’s coordinators, the Community Outreach Manager ensures our organization is working strategically to best address pockets of Food Insecurity and Food Deserts within the Hampton Roads region.

The Community Outreach Manager also plays a direct role in building relationships with organizations in the Hampton Roads area that are positioned to partner with FSEVA to execute programs focused on “Ending the Line.”

Work Hours/Shift:

Monday-Friday; full-time, exempt; some weekend and evening work required for meetings, special events, and out-of-town conferences

Essential Education:

Bachelor’s degree in social services, human services, community organizing, and or similar field of study



Essential Experience:

- 3-5 years of progressive experience in nonprofit, human services field with a demonstrated ability to work with people from a variety of backgrounds, community outreach planning, and providing management support for staff.

Essential Duties and Responsibilities:

- Lead Outreach team in achieving set program goals.
- Provide support to member agencies in assigned neighborhoods to improve/expand/sustain food distribution programs and optimize utilization of Food Bank services.
- Perform outreach in neighborhoods to identify, recruit and train community-based organizations to establish food programs
- Works with management staff to develop and manage relationships across a portfolio of key organizations, both known and to-be-identified, across areas of health care, education and workforce development. Develop and improve channels for integrated pathways of referral and access.
- Represent FSEVA at community networking events and regional gatherings to promote hunger awareness and collaborative efforts which address the needs of the food insecure
- Maintain an active Agency Advisory Council.
- Assist in the development of and administration of assigned program budgets.
- Develop and conduct community-based surveys regarding community perceptions, needs, and behavior. Analyze survey results and prepare reports of findings with recommendation to leadership.

General:

- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Complete other tasks as needed or requested by the [Chief Executive Officer and Chief Strategy Officer].

Requirements:

- Ability to partner with key community partners.
- Excellent interpersonal, verbal and written communication skills.



- Detail-oriented with ability to manage multiple tasks on tight timelines.
- Results-oriented with a friendly, collaborative approach and a team-oriented style.
- Highly proficient in MS Office (Word, Excel, PowerPoint).
- Ability to work evenings and weekends, as needed.
- Access to a vehicle to attend community meetings, events and activities throughout 11 cities and counties of Southeastern Virginia and the Eastern Shore; good driving record and a valid VA driver's license.
- Ability to work collaboratively with internal and external leaders, partners and customers.
- Ability to bridge cultural boundaries to overcome barriers and improve outcomes.

Travel Requirements: Regular travel for local and regional meetings; periodic travel for out-of-state meetings, conferences and trainings; valid driver's license required.

Physical Demands: While performing duties of this job, the employee may be required to do the following when working in the office or warehouse environment:

- The employee must, at times, lift and/or move up to 20 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Regularly required to talk and hear when communicating with employees, donors, and clients.
- The use of hands and fingers are necessary to handle or feel documents and keyboards.

Compensation and Benefits:

A competitive salary with paid time off, matching retirement contributions, and employer-sponsored health benefits for individuals and their families are just a few of the incentives that make this an exciting opportunity.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.



How to apply: If this sounds like the opportunity for you to serve our community and help eliminate hunger, please send a cover letter, resume and 5-year salary history to orfrecruiting@foodbankonline.org