



Position Announcement  
**Partner Relations Manager**

Application Dates: **December 10, 2021 (open) Until Filled.**  
*Resumes will be reviewed on rolling basis until position is filled.*

**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 support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 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. For up-to-date information on the Foodbank, visit [www.foodbankonline.org](http://www.foodbankonline.org), Facebook, or Twitter.

**Basic overview of the Partner Relations Manager position:**

The Partner Relations Manager is responsible for managing the outreach services for qualified food distribution partner agencies and non-traditional partners within the Foodbank’s service area. Collaborates with the Programs Team to develop operational support for new and existing partner programs and initiatives. Ensures agencies and non-traditional partners qualify and maintain the Foodbank’s safety protocol for proper food distribution.

This role is responsible for leading the Marketplace staff and activities to meet operational objectives while ensuring compliance to safety, security, regulatory and company policies. Activities include but are not limited to: Oversight of Curbside Ordering, Online Ordering and AE3 scheduling.

The leadership and accountability of the Food Rescue Program including agency compliance to the program is also within the scope of the position.

**Core Functions of the Partner Relations Manager:**

- Ability to multi-task.
- Interdepartmental collaboration.
- Logistical knowledge and expertise.
- Work in fast paced/high-change environment.
- Employee Development.

**This is what makes this role exciting and interesting:** The opportunity will help redefine and revolutionize the Food-banking/Partner Relations experience.

**This is what makes this role challenging:** This role requires a keen attention to detail, while multitasking in an environment still being defined by the effects of the Covid-19 pandemic.

**Here’s the meaningful impact of this role:** By leading the team focused on the operational support of our partner agencies, this role impacts those most in need due to food insecurity in our communities and beyond. Our mission positively impacts people’s lives far beyond a single meal.

**We're looking for a person that is eager to promote a diverse workplace through a keen ability to interact effectively with individuals from diverse backgrounds, experiences and personalities and who possesses the following:**

- An Associate's Degree and five years related experience or equivalent combination of education and experience.
- Bachelor's Degree and work or volunteer experience with a foodbank agency, preferred.
- Food Safety Manager's Certificate (can be obtained after hire), preferred.
- The ideal candidate must have the following:
  - Excellent leadership abilities.
  - Excellent communication skills.
  - Ability to create internal and external partnerships.
  - Data analysis ability.
  - Embraces change
- **Key Traits associated with this role:**
  - Intentional listener.
  - Values collaboration and partnership.
  - Ability to build relationships.
  - Effective planner and organized.
- **Bonus Skills/Experience:**
  - Supply Chain experience.
  - Strong planning process background.
  - Business acumen.
- **Other:**
  - The Partner Relations Manager reports to the Director of Operations.
  - Must be open to local, regional, and national travel; infrequent overnight travel required for training and conferences.
  - Work hours and days of the week vary depending on tasks, meetings, projects, events; position may require weekend and night work --- **this is not a remote work position.**
  - Work location: 800 Tidewater Drive, Norfolk, VA 23504.
  - Job Type: Full-Time with Benefits.

**Benefits:** Health Insurance, Paid Time Off, 12 Paid Holidays, Employee Development Program, Scholarship Program, 401K.

**Base Salary \$50-58K:** Salary is commensurate with education and experience.

**How to Apply:** <https://foodbankonline.org/about-us/careers/> or email cover letter and resume to [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org) , Subject: Partner Relations Manager.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org).

*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.*