



Position Announcement  
**Federal Programs Manager**

Application Dates:

**September 2, 2022 (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.

**Position Overview:** The Manager of Federal Programs a role in the Operations Department at the Foodbank of Southeastern Virginia and the Eastern Shore (FSEVA) and will report to the Director of Agency and Program Services.

The Manager of Federal Programs will be responsible to cultivate and support the relationship between FSEVA, partner agencies, and program sites. This individual will ensure member agencies are in compliance with Feeding America, FSEVA, USDA, and TEFAP and with all other relevant guidelines, policies and best practices. They will maintain a strong relationship between FSEVA and its Partner Agencies to provide leadership of activities related to partner communication, training, monitoring, compliance, record keeping, and support with troubleshooting/problem resolution.

**Work Hours/Shift:** Monday-Friday; work hours vary depending on tasks, meetings, projects, events, etc.; some weekend and evening work required for meetings, special events, and out of town conferences.

**Travel:** Local and regional travel required. Infrequent overnight travel required for training and conferences.

**Duties and Responsibilities:**

- Reviews applications of organizations requesting memberships, securing additional information as needed, and performs on-site intake reviews of organizations.
- Performs on-site review of new agencies and community
- -based programs; reviews or coordinates review of member agencies on an annual basis; prepares written reports of findings; makes recommendations for continued service and/or changes in status with the Food Bank; develops follow-up plans for identified problems; continuously work with agencies to make improvements.
- Reviews contracts, agency manual and other documentation against current requirements of the Feeding America national office, federal and state regulatory agencies and other bodies.

- Monitors monthly partner agency reporting. Analyze reports and audit them against distribution to ensure accuracy and completeness. Enter all monthly report information into CERES and excel data base.
- Conducts site visits for Backpack and Kids Cafe sites, as necessary.
- Confirms that all Child Nutrition Program sites have a current Food Managers' Certification (Kids Cafe), Food Safety training (BackPacks) and Health & Fire Permits.
- Collects and enters data for all Child Nutrition reports, confirming accuracy and providing onsite training as needed.
- Collects program sites reports, ensures reports are correct and accurate. Analyzes reports and audits them against distribution to ensure accuracy and completeness.
- Schedules and performs new agency and shopper orientations and training sessions.
- Ensures training records and files are maintained. Updates materials, as needed,
- Manages and reviews all partner agency SDI's. Provides any guidance necessary by sending a copy of the review, corrective action and letter to the agency contacts.
- Collects and maintains SDI files per USDA standards
- Stays abreast of USDA policy changes and provides USDA policy changes/updates to FBSEVA staff and staff/volunteers of the USDA partner agencies.
- Prepares USDA agency records, files and reports for VDACS, Feeding America and FBSEVA audit(s).
- Schedules and performs food safety, USDA, and other specific training sessions at least bi-annually or more often as needed for relevant agencies and personnel.

**Educational Achievement:**

- Minimum: Bachelor's Degree in related field or combination of related experience and education.
- Preferred: Master's Degree.

**Work Experience:**

- Minimum: 2 years of progressive experience in nonprofit sector with a demonstrated ability to work with people from a variety of backgrounds, and community outreach planning.
- Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religions, spiritual, community, student, social).

**Required Skills, Abilities & Certifications/Licenses:**

- Community minded with strong relationship or "people" skills, outreach skills.
- Excellent computer skills: Microsoft Office and ability to quickly learn and master in-house computer software programs.
- Excellent organizational, teamwork and relationship building skills.
- Demonstrated ability to communicate orally clearly, concisely, and effectively and in writing.
- Ability to prioritize, meet deadlines and produce results in a fast-paced environment.
- Ability to train or teach others with clarity, flexibility, and organization.
- Able to research and coordinate resources, as well as analyze and interpret demographic, geographic and other relevant data sets as it relates to the Food Bank's service area and network of partner agencies.
- Critical thinking skills to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to manage, supervise and deliver results on multiple projects and activities.
- Valid Driver's License.

**Preferred Skills, Abilities & Certifications/Licenses:**

- Food Safety Manager's Certificate.

**Physical Demands:** While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

This job requires that weight be lifted, or force be exerted up to 25 pounds when handling donations, documents, and files.

- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Regularly required to talk or hear when communicating with employees and clients.
- Use hands and fingers to handle, or feel
- Reach with hands and arms
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

**Job Type:** Full-time.

**Pay:** Starting at \$51,179.00 Annually; salary may be higher based on education and experience beyond minimum requirements, industry certifications and licenses.

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

**To Apply:** Submit an online application at <https://foodbankonline.org/about-us/careers/>.

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.*