



Join Our Team as a Regional Partner Support Coordinator!

June 27, 2025 until filled

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore (Foodbank) has proudly provided more than 400 million meals to our neighbors in need. Serving eleven cities and counties where one in ten neighbors are food insecure, we play a vital role in the fight against hunger by collecting, storing, and distributing nutritious food. In addition, we focus on long-term solutions towards self-sufficiency by addressing the root causes of hunger. Our mission is supported by a dedicated network of volunteers, generous donors, and compassionate community partners. Together, we strive to ensure that no one in our community goes to bed hungry. To learn more, visit foodbankonline.org or find us on [Facebook](#), [Instagram](#), [LinkedIn](#), [X](#), and [TikTok](#).

Position Overview:

The **Regional Partner Agency/TEFAP Manager** plays a key role in strengthening and sustaining the Foodbank's relationships with regional partner agencies, while also serving as the primary administrator of the USDA's **The Emergency Food Assistance Program (TEFAP)**. This dual role position ensures our partners are well equipped, well-informed, and compliant with federal, state, and organizational standards-ultimately supporting the Foodbank's mission to nourish our communities.

Key Responsibilities:

Partner Agency Management:

- Serve as the primary point of contact for regional partner agencies.
- Oversee agency support, including order management, onboarding, training, and communication.
- Support agencies in achieving compliance with Feeding America, USDA/VDACS, and Foodbank policies.
- Develop and maintain standard operating procedures (SOPs) for agency services
- Identify capacity-building and grant opportunities.
- Draft agency communications, including weekly newsletters.
- Maintain accurate and up-to-date records and data on agency activities.

TEFAP Program Administration

- Act as the liaison to the Virginia Department of Agriculture and Consumer Services (VDACS).
- Maintain expert knowledge of USDA TEFAP guidelines and ensure compliance across staff and agencies
- Prepare quarterly TEFAP reports and oversee audit readiness
- Develop and lead USDA TEFAP and Civil Rights training for staff, volunteers, and partners.
- Support TEFAP-related site reviews and inspections



What We're Looking for

Education & Experience:

- **Required:** Bachelor's Degree in a related field or equivalent experience
- **Preferred:** Master's Degree
- **Minimum of 2 years** of experience in the nonprofit or human services sector
- Experience with community outreach and working with diverse populations

Skills & Qualifications:

- Strong relationship-building and customer service skills
- Exceptional written and verbal communication
- Proficiency in Microsoft Office and ability to learn enterprise systems (e.g. Ceres, AE3, Airtable)
- Demonstrated ability to manage multiple priorities in a fast-paced environment
- Strong organizational, analytical, and critical thinking skills.
- Comfortable with public speaking and training delivery
- **Valid driver's license required.**

Preferred Certifications

- Food Safety Manager's Certificate

Physical Requirements

- Ability to lift up to 50lbs occasionally (e.g., handling food, supplies, documents)
- Close vision required for working with documents and computer systems
- Regular use of hands, arms, and voice for communication and computer tasks
- Periods of standing or walking; some light warehouse or distribution activity may occur

Working Conditions:

- Monday-Friday, with varying hours depending on tasks, meetings, projects, and events.
- Some weekend and evening work required for meetings, special events, and out-of-town conferences.

Travel:

- Local and regional travel required.
- Infrequent overnight travel for training and conferences.

Compensation:

- \$20/hour; 40 hours/week



Why Join the Foodbank?

- Be a part of a mission-driven organization making a measurable impact on hunger in our communities
- Collaborate with a dedicated team and committed network of partner agencies
- Opportunities for professional development and growth.

How to Apply:

Complete the application at [Career Opportunities](#) or email a resume and cover letter to orfrecruiting@foodbankonline.org with the subject: *Regional Partner Agency TEFAP Manager*.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If reasonable accommodation is needed to complete the application process, please contact the employer directly at 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.