



Nutrition. Education. Financial Empowerment.

Job Description

TITLE: Manager, Community Partnerships
DEPARTMENT: CORE
REPORTS TO: Executive Director
NUMBER OF POSITIONS: 1

Qualifications:

- BA/BS degree or equivalent combination of education; training and work experience.
- Experience within the public or non profit sectors, particularly at a coalition-oriented organization preferred but not required.
- Excellent interpersonal and communication skills.
- Ability to interact with all levels of management, Board of Directors and staff.
- Strong attention to detail and ability to follow projects through to completion.
- Must be well organized and able to establish priorities and a course of action for handling multiple tasks.
- Ability to work in a team-oriented environment.
- Working knowledge of Microsoft Word and Excel.
- Ability to satisfactorily perform other duties upon request by the Executive Director.

Primary Function:

To help facilitate and coordinate the collaboration between FoodChange and other community based organizations.

Duties and Responsibilities:

- Work with department and program directors at FoodChange to establish community partnership goals.
- Identify, contact and build relationships with targeted community organizations, other non-profit organizations, government and elected officials, businesses, etc. to promote the goals of FoodChange and its various programs including, but not limited to, the earned income tax credit, food stamp prescreening and CookShop programs.
- Assist in the development of strategy for partnerships based on project goals and target groups, including different tiers of partner involvement.
- Maintain regular contact with partners to encourage participation.
- Provide or coordinate training to partner groups and staff.
- Develop materials for partners, including prescreening forms and background materials.
- Develop and oversee system for compiling data on partner involvement and outcomes.
- Provide and receive regular feedback to and from campaign partners with particular emphasis on tangible results of partner involvement.
- Maintain updated list of partners and contacts.

Inter Relationships:

Interacts with all levels of personnel within the organization and maintains external business relationships with the non profit community.

- **THIS JOB DESCRIPTION IS A CONCISE STATEMENT OF THE DUTIES, RESPONSIBILITIES, AUTHORITIES AND RELATIONSHIPS BUILT INTO THE JOB. THE DESCRIPTION OUTLINES THE REQUIREMENTS FOR PERFORMING THE WORK, ITS FREQUENCY AND SCOPE. IT IS BASED ON THE NATURE OF THE WORK AND NOT ON THE INDIVIDUAL CURRENTLY PERFORMING IT. THIS JOB DESCRIPTION CAN AND WILL BE REVISED AT THE DISCRETION OF THE EXECUTIVE DIRECTOR AND THE DIRECTOR OF HUMAN RESOURCES.**