

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: Manager of Agency Partnerships
SUPERVISOR: Director of Agency Relations & Product Acquisitions
STATUS: Salary/Exempt



COMPANY

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. The Food Bank serves more than 300,000 clients on a monthly basis and, in 2019, distributed 81.2 million pounds of food. Los Angeles Regional Food Bank employees are hired because of their skills, and because of their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles County. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all employees.

ESSENTIAL FUNCTION

The Manager of Agency Partnerships is responsible for establishing strategic partnerships and managing relationships with a variety of community partners. Key duties include cultivating support for the Food Bank's mission and partner agencies via participation and networking in community-based coalitions and meetings, overseeing development and distribution of publications and informational material, and educating key community stakeholders on the Food Bank's services. This role is instrumental in developing and implementing innovative strategies to build and maintain relationships throughout the community.

WHAT YOU'LL DO

Partnership Management: Deliver satisfied client relationships that result in awareness, references and expanded networks; monitor the success of agencies and manage client relationships, using creative and innovative solution strategies. Work with community organizations, schools, colleges and universities to promote Food Bank programs, volunteer opportunities and logistics coordination and assist with agency support opportunities including health education, grants support, etc. Build and maintain a professional network; promote Food Bank programs and services to potential community and civic partners.

Community Engagement: Work closely with other departments, community and civic organizations, schools, and other organizations on joint partnerships, projects and initiatives. Plan, schedule and/or attend community and other external outreach events, workshops and meetings, using a combination of virtual and online forums as needed. Keep well informed on agency service areas, demographics, diversity, development, challenges and support opportunities.

Program Coordination: Spearhead programs to create conduits to external partners for furthering the Food Bank's growth and increase the organization's reach. Promote and coordinate implementation of programs at partner pantry sites throughout Los Angeles County. Work collaboratively with other departments to create programs to enhance the organization's image and brand both internally and externally. Assist with grant reporting and program expansion efforts.

QUALIFICATIONS

- Passion for the Food Bank's mission and purpose and an ability to communicate this passion to others.
- Comprehensive working knowledge of program planning, organizational structure and administrative operations.
- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies.
- Strong relationship builder with the ability to find common ground, build consensus and strengthen collaboration among diverse stakeholders.
- Strong community awareness and astuteness.
- Ability to successfully navigate in a fast-paced, outcome-driven and entrepreneurial environment.
- Works effectively with staff members at all levels of responsibility within the Food Bank.
- College degree with emphasis in Public Administration, Nonprofit Management or related preferred but not required.
- Superior interpersonal, communication and organizational skills are required.
- Strong presentation skills including networking and public speaking.
- Insured vehicle with valid California driver license.
- Must be resourceful and possess strong analytical skills with the ability to think creatively to solve problems.
- Ability to work cohesively as a team as well as work independently, demonstrating a service-first ethic.
- Well organized and detail oriented, highly adaptable and be able to maintain challenging projects.
- Excellent interpersonal communication skills with strong relationship-building skills.
- Must be proficient in a variety of computer software applications in word processing, spreadsheets, database and presentation or online platforms.
- Highly adaptable, flexible and attentive to details.
- Tactful, empathetic and able to maintain confidentiality.
- Commitment to the seven values of the organization: respect, stewardship & accountability, collaboration, urgency, service, integrity and diversity.

BENEFITS

We offer a comprehensive benefits package:

- Medical, dental, vision and flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability.
- 403(b) retirement savings plan.
- Employee Assistance Program.
- Vacation: Two weeks for the first three years.

- Sick Time: Ten days per year.

To apply, please submit cover letter and resume directly to jobs@lafoodbank.org.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer."