



Immediate Job Opening

Job Title: Agency and Retail Partnership Manager

Job Summary: The primary responsibilities of this position are to supervise and direct the Agency Relations Department. To administer and implement the policies and guidelines of the Food Bank, Feeding America and the Texas Department of Agriculture as they relate to member agencies. To actively pursue new agencies and oversee the Backpack program.

Job Duties:

- Maintain a relationship with all agencies
- Provide training to new agency relations staff
- Conduct periodic site visits
- Identify potential new member agencies
- Assist Transportation Manager with the rural delivery program
- Manage backpack program
- Works closely with AR staff, Operations Manager and Inventory staff regarding distribution procedures and matters
- Evaluates agency relations procedures and forms for compliance
- Provides monthly reports to the Operations Manager
- Coordinate fundraising and food drive events as directed
- Plan and implement agency meetings and workshops

Qualifications:

- High school diploma
- Five years of related experience and/or education
- Five years of management experience
- Experience in group facilitation
- Excellent communication skills, both written and verbal
- Computer skills preferred in word, excel, publisher, Microsoft Outlook, Primarius

Rate of Pay: Commensurate with Experience

Job Closing Date: Tuesday, July 14, 2020

Please complete an application and submit to Martha Cabrera, Human Resources at 826 Krill Street, Corpus Christi, TX 78408.