

AGENCY RELATIONS CAPACITY BUILDING SPECIALIST

JOB SUMMARY

A full-time position principally charged with the growth of potential member agencies by engaging within communities or food desert areas to fulfill our mission, supporting potential agencies in identifying and fulfilling their mission, and promoting the Southeast Texas Food Bank (Food Bank) services to potential outlets for those services.

This position reports directly to the Director of Programs.

KEY RESPONSIBILITIES

1. Cultivate and foster new agency relationships to yield strong local food distribution channels.
2. Ensure potential member agency compliance with all applicable Food Bank, Feeding America, and USDA regulations for easy transition to agency status. Document and report any issues related to compliance to the Director of Programs.
3. Market the programs and services of the Food Bank to prospective agencies.
4. Maintain clear and timely communication with potential member agencies (e.g; respond to questions and complaints and inform potential agencies of programs and services available to them)
5. Maintain accurate and updated site information for filing (e.g; hours of operation and contact information)
6. Develop a report or log for clear communication of potential agency status for a transition hand off to Agency Relations Sustainability.
7. Coordinate various special projects to include the Mobile Pantry Program to deliver food to rural or food desert areas. Utilize the Mobile Pantry program to grow potential agencies.
8. Join other Food Bank staff in engaging in emergency food distribution activities at the discretion of the Executive Director and the Director of Programs.

Salary is dependent on experience. The Southeast Texas Food Bank is an equal opportunity employer.