

Feeding the Gulf Coast Job Description

Job Title: Agency Relations Manager
Division: Operations
Department: Agency Relations
Reports To: Director of Operations
FLSA Status: Exempt
Location: Theodore, AL

About the Organization: As a member of Feeding America, and a United Way Member Agency, Feeding the Gulf Coast works through member organizations and special programs to provide nutritious food to meet the challenge of feeding people who are hungry as a result of systemic poverty, personal crisis, or disaster. Additionally, Feeding the Gulf Coast educates the public regarding domestic hunger, proper nutrition and other related issues. Feeding the Gulf Coast serves a 24-county area spanning south Alabama, south Mississippi, and the panhandle of Florida.

Summary: Responsible for managing Feeding the Gulf Coast's Agency Relations. Including but not limited to: agency compliance with regulations, agency participation, agency experience and meeting FTGC's goals of food distribution. This position requires strong communication and collaboration with all departments to ensure FTGC is meeting organizational strategic goals.

Duties and Responsibilities include the following:

- Responsible for ensuring Feeding the Gulf Coast's partners are in compliance with national, federal, state, self imposed, and other regulations (i.e. USDA, Feeding America, FTGC etc.)
- Monitor and manage all grant funds administered by the Agency Relations team, as well as advise (Development and Marketing or Management) as to the needs of the agencies.
- Ensure food is being equitably distributed based on community need and work to identify and fill the gaps of service.
- Responsible for being prepared for and coordinating disaster relief efforts as needed
- Track and encourage agency partner engagement to meet the distribution goals of Feeding the Gulf Coast. Set and manage realistic food distribution goals and the strategy to accomplish these goals.
- Assist in analysing and making recommendations related to the available food list
- Responsible for ensuring the FTGC Agency Relations team is providing agencies with a high level of customer service and being the agencies' advocate.
- Collaborate well with all FTGC departments to ensure organizational goals are met.
- Initiate strong communication with agency partners in the form of surveys, newsletters, agency conferences, and other means of mass communication.
- Prepare reports related to food distribution and other needed information.
- Perform other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to analyze and present data in a meaningful way in order to inform strategic decision making.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to navigate relationships and resolve conflict in a mutually agreeable manner with partners and colleagues. Ability to use reasoning to problem solve complex ever evolving issues with minimal step by step instruction. Ability to be a strong teammate and navigate channels to accomplish team goals.

Computer Skills:

To perform this job successfully, an individual should have a strong working knowledge of Microsoft Office Suite and Google Gmail. Individual needs to be able to build Excel spreadsheets and participate in Google Suite. Individual needs to be able to effectively communicate via multiple communication platforms.

Education/Experience:

Bachelor's degree (B. A. / B. S.) from four-year college or university; or four to six years related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

Valid driver's license with driving record that meets company insurance requirements

Knowledge, Skills and Other Abilities:

- Strong organizational skills
- Multi-tasking skills
- Ability to meet deadlines
- Outstanding interpersonal communication skills
- Presentation skills
- Excellent writing skills
- Ability to problem solve complex evolving problems
- Ability to self-start

- Self-management skills
- Ability to be decisive
- Detail oriented
- Ability to take ownership of large projects
- Ability to be persistent
- Ability to analyze data

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is regularly required to sit; use hands; talk or hear; and taste or smell. The employee is frequently required to stand; walk; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 35 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.