

**EASTERN ILLINOIS FOODBANK  
JOB DESCRIPTION**

JOB TITLE: Partnership Coordinator

REPORTS TO: Partnership Manager

STATUS: Exempt

HOURS: Monday-Friday as scheduled, Weekends as needed

**PRIMARY JOB FUNCTION:**

Acting as a liaison to counties in EIF's service area, the Partnership Coordinator will provide leadership and customer service to Foodbank hunger relief agency partners as well as identifying, developing, & building agency capacity.

This position must efficiently communicate the Foodbank's mission, the issue of local hunger and the impact the Foodbank has in eastern Illinois to the general public.

The Partnership Coordinator is a self-starter with an enterprising mindset that drives a unique difference while managing a diverse scope of organization specific tasks.

**PRINCIPAL DUTIES & RESPONSIBILITIES:**

Oversees hunger-alleviating collaborative efforts and partnerships in defined territory within EIF's operating area

- Coordinates overall process for maintenance of agency members, including:
  - Updating and maintaining policies and procedures, providing ongoing training and orientation, ensuring agency compliance;
  - Maintaining regular communications with agencies, addressing member agency concerns and resolving complaints or disputes, regularly contributing content for the Agency Newsletter;
  - Compiling and keeping current records and resources for EIF and member agencies.
  - Planning and coordinating Annual Agency Meeting, other meetings as needed.
  - Recruiting new agencies as EIF members; manages screening, processing and orientation.
  - Tracking and reporting on agency activity, and other statistical data as required or requested.
  - Acting as liaison between state sponsoring and member agencies.
- Implements and strengthen hunger relief programs/strategies including:
  - The Backpack Program
  - The School Pantry Program
  - The Foodmobile Program
  - The Senior Grocery Program
  - SNAP Outreach
  - Dinner Ready
- Maintains ongoing programs' files and data; tracks outcomes to meet internal and external reporting requirements; produce regular reports.
- Assists in production and dissemination of advocacy and education materials through partner agencies.

**EIF INTERNAL RELATIONSHIPS:**

- Works with warehouse operations team to ensure efficient and equitable distribution of services and product.
- Coordinates with customer service staff to ensure agency needs are being communicated and met.
- Works with business operations staff to maintain smooth business interactions with agency customers.
- Works with development staff to promote donor awareness, identify volunteer opportunities, and create opportunities for engagement with EIF's mission.

Other duties as assigned.

**DESIRED QUALIFICATIONS:**

Skills, Education and Experience

- BS or BA in a related field.
- Prior experience in a Foodbank or agency setting preferred.
- Familiarity with Foodbank administered programs and services.
- Computer and MS Office proficient; including Outlook, Word and Excel.

- Experience with database management preferred.
- Ability to understand and work with d the diverse dynamics of the non-profit/social service and religious/charitable sectors.
- Able to effectively communicate and interact with diverse clientele and staff.
- Strong time management skills and attention to detail.
- Demonstrated strength in both writing and verbal communication skills.
- Ability to work well with others and independently.
- Driver's license and reliable transportation for execution of day-to-day job duties and out-of-town meetings.

#### Other Competencies

- Flexible and adaptable to multiple types of duties
- Able to manage multiple tasks
- Friendly and professional manner
- Creative and thoughtful in problem solving
- Compassion
- A sense of humor