

**EASTERN ILLINOIS FOODBANK
JOB DESCRIPTION**

JOB TITLE: Partnership Coordinator

REPORTS TO: Director of Partner Services

STATUS: Exempt

HOURS: Monday-Friday as scheduled, Weekends as needed

PRIMARY JOB FUNCTION: Coordinates all facets of partnership services in assigned territory including, but not limited to: agency relations, programs, and SNAP Outreach. Engages in and strategically enhances efforts of communities served by the Eastern Illinois Foodbank to alleviate hunger.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Oversees hunger-alleviating collaborative efforts and partnerships in defined territory within EIF's 14-county region

- 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 publishing Agency Newsletter;
 - Compiles and keeps current records and resources for EIF and member agencies
 - Planning and coordinating Annual Agency Meeting, other meetings as needed.
 - Recruits new agencies as EIF members; manages screening, processing and orientation.
 - Tracks and reports on agency activity, and other statistical data as required or requested.
 - Acts as liaison between state sponsoring and member agencies.
- Implement and strengthen hunger relief programs and collaborative strategies, including, but not limited to:
 - The Backpack Program
 - The School Pantry Program
 - The Foodmobile Program
 - The Senior Grocery Program
 - SNAP Outreach
 - Dinner Ready
- Maintain ongoing programs files and data; track outcomes to meet internal and external reporting requirements; produce regular reports
- Assist in production and dissemination of advocacy and education materials through partners
- Regular travel within the EIF service area is required. Must have reliable transportation.

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; and
- 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

QUALIFICATIONS:

Skills, Education and Experience

- 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 Access or database management preferred

- Ability to understand and work with 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 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