



## Job Description

**Job Title:** Director of Partnerships & Programs  
**Classification:** Full-Time, Exempt, Hybrid Work Schedule Available  
**Department:** Programs & Partnerships  
**Reports to:** Chief Operations Officer (COO)  
**Location:** Meridian, ID  
**Apply:** <https://idahofoodbank.org/about/employment/>

### Job Summary:

Responsible for all matters in Partnerships & Programs, including establishment, nurturing and retention of partner agencies to ensure they are capable of the equitable distribution of product on a statewide basis. Additionally, responsible for the development and maintenance of Nutrition Programs for children, seniors or others needing assistance to maintain a nutritional balance in their diets.

### Principle Duties and Responsibilities:

#### Agency Relations

- Responsible for the development of current and potential partner agencies in the service area with assistance from Programs Coordinator(s) and Branch Managers.
- Develop and maintain programs for partner retention and growth in line with Foodbank strategic plan.
- Provide leadership and coordinate training to Partners and/or Foodbank personnel.
- Responsible for maintaining consistent communication with partner network through meetings and electronic newsletters.
- Develop and conduct partner training, surveys and focus meetings.
- Work with Operations to ensure equitable access to food through partners and Mobile Pantries on a statewide basis.
- Assist COO, Branch Managers, and Food Sourcing Manager in the resolution of internal and external concerns related to agencies as requested.
- Develop and Implement a capacity measurement tool for partners.
- Implement and oversee policies for partners.
- Ensure that monitoring, screening and documentation of all partners is accomplished in a timely manner.
- Oversee the proper maintenance of partner files in line with Feeding America guidelines.
- Responsible for notification of any corrective actions that may be necessary and assisting partners to correct violations.
- Maintain comprehensive records of all contacts and activities.
- Maintain compliance with all applicable Federal, State, County, Local and/or accrediting body (Feeding America) standards for all partner agencies.
- Oversee necessary training of team to ensure compliance with standards.
- Ensure all services and programs operate at the highest possible standard of service.

#### Nutrition Programs – Backpack, School Pantry, CSFP, TEFAP

- Develop and oversee children's and other nutritional programs on a statewide basis under guidelines of the Foodbank and pertinent regulatory or funding sources.
- Oversee the reporting requirements for State regulatory agencies (CSFP, TEFAP). Participate in audits as needed.
- Oversee program inventory to ensure nutritional content and freshness.
- Work closely with Development Team to develop funding sources and maintain positive relationships.
- Work with Human Resources Department for the employment of temporary personnel.

## **Foodbank Representation**

- Assist the community in better understanding The Idaho Foodbank network and programs as related to community needs and solutions to hunger.
- Conduct public outreach by providing tours, making presentations and other forms of representation to members of the community on all programs.
- Represent the Foodbank on various committees in the areas of Partner Relations and Nutrition Programs.

## **Knowledge, Skills and Abilities Required:**

- College Degree in Social Services required (Masters preferred).
- Excellent management and organizational skills.
- Proven competencies in Microsoft Office Products.
- Ability to facilitate meetings with diverse groups.
- Experience in data collection and analysis.
- Experience in food industry helpful.
- Ability to successfully manage multiple tasks and demands.
- Demonstrated ability in problem solving and serving as a leader.
- Positive interaction with the public.
- Must be a self-starter and able to work with minimal supervision.
- Able to work with diverse groups and be part of a team.
- Demonstrate The Idaho Foodbank's Core Values.
- Have a valid Driver's License.
- Excellent understanding of customer service.
- Have a clean and professional appearance.

## **Working Conditions**

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

## **Food Safety**

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

## **Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

THE IDAHO FOODBANK IS AN EQUAL OPPORTUNITY EMPLOYER