



Fighting hunger and poverty in northeast North Carolina
 Serving Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde,
 Martin, Northampton, Pasquotank, Perquimans, Tyrrell and Washington Counties

POSITION DESCRIPTION

Position Title:	Department:	Reports to:
COMMUNITY PARTNERSHIPS & OUTREACH MANAGER	FBA – Operations FBCENC – Food Procurement	FBA – Chief Operations Officer FBCENC - Vice President of Food Procurement
Position Type:	Pay scale:	Fair Labor Standards Act (FLSA) Status:
☒ Full-time ☐ Part-time ☐ Seasonal/Temporary ☐ Intern	\$50,000.00 Annually Benefits* ☒ Yes ☐ No	☒ Exempt ☐ Non-Exempt
	Hours per Week:	Typical Schedule:
	40	Mon – Fri: 8:00 am – 4:00 pm (occasional night and weekend hours may be required)

Revision date: 6/17/2026

MINIMUM REQUIREMENTS, EDUCATION, QUALIFICATIONS, CERTIFICATIONS & EXPERIENCE

- Bachelor's Degree in a related field or extensive applicable experience in food industry, agricultural resourcing, marketing, and/or account sales.
- Minimum 3-4 years of agricultural sourcing experience preferred.
- Background in food safety/product handling preferred.
- Demonstrated independent judgment, critical thinking, and analysis.
- Proficiency in Microsoft Office Suite applications required; and able to work in a Microsoft 365 environment
- Must be able to navigate database entry and word processing tasks with accuracy and efficiency
- Excellent communication and interpersonal skills.
- Valid state-issued Driver's License with a safe driving history for the past three years.
- Ability to routinely travel locally and occasionally for conferences.
- Residence/domicile requirements apply – see Physical Requirements

DESIRABLE SKILLS AND QUALIFICATIONS

- Must be a self-starter possessing the ability to work independently and as a team member when required
- Must demonstrate willingness to pursue professional development opportunities
- Must interact professionally with the public
- Must have excellent written and verbal communication skills
- Advanced experience in Excel preferred.
- Must authorize a North Carolina Criminal Record Check and Motor Vehicle Report
- Must adhere to Food Bank of the Albemarle's Drug and Alcohol Policy

SUPERVISORY RESPONSIBILITIES

- There are no direct supervisory responsibilities related to this position
- Accountability for external partner relationships with vendors, food donors, Feeding America contacts, and partner agencies, and data entry, will be required.

POSITION SUMMARY

This position is a collaborative role with overlapping responsibilities to the Food Bank of the Albemarle (FBA) and the Food Bank of Central and Eastern North Carolina (FBCENC).

The Community Partnerships and Outreach Manager (CP&O Manager) is directly responsible for development and retention of food donation accounts with community partners, stores, manufacturers, farmers, and product brokers. The CP&O Manager makes routine donor contacts, including timely follow-up and resolution related to inactive and/or challenging donors.

The CP&O Manager works closely with other departments to ensure that the Food Bank maintains a diverse inventory of program-appropriate products for distribution to partner agencies, Mobile Food Pantry programs, youth and senior food programs. Responsibilities include monitoring various food procurement budgets including those related to produce acquisition and related freight costs, SAM, Backpack, and Farm to Food Bank (F2FB) programs. Working with their supervisors, the person in this role, will be responsible for establishing and applying metrics for measuring success in each area of responsibility.

ESSENTIAL FUNCTIONS

Food Sourcing & Donor Relationship Management (FBA)

- Manage the development and retention of existing food donors with the goal of increasing donation volume and regularity.
- Research, identify, and build relationships with potential new donors, including local/regional retailers, distributors, growers, and other Food Banks within the Feeding America network.
- Strengthen relationships with existing produce donors at local, regional, and national levels.
- Conduct regular, relationship-enhancing visits to local donor sites.
- Develop and distribute materials for educating donors about the Food Bank.
- Communicate donor benefits, such as farm tax credits, where appropriate.
- Develop and maintain a donor recognition program to include recognition certificates and thank you letters.
- Visit regional Food Banks as appropriate.
- Develop relationships with BIPOC agricultural producers, donors, processors, and distributors at all levels of the Feeding America Network.
- Execute the Farm to Food Bank program utilizing local and national produce sources.
- Coordinate the receipt of MARC product with the Chief Operations Officer.
- Manage the produce acquisition budget.
- Work with the Development department to coordinate public recognition for major donor support.

Logistics and Inventory Management (FBA)

- Collaborate with Operations staff for efficient logistics related to transportation and donation handling.
- Identify and respond to emerging produce trends.
- Implement produce sourcing strategy.
- Share surplus produce with other food banks.
- Collaborate with Operations and Agency Engagement teams to ensure equitable rescue product distribution.
- Monitor product available on Feeding America's Choice System and bid on appropriate loads.
- Serve as primary point of contact on issues and trends related to food acquisition and food industry as a whole.
- Ensure visibility and provide recommendations to management staff of issues requiring focused attention.
- Establish and regularly monitor annual goals for the various channels of product the Food Bank receives. Focus efforts on areas needing attention.

ESSENTIAL FUNCTIONS (cont'd)**Logistics and Inventory Management (cont'd)**

- Work with Transportation Lead and Warehouse Manager to ensure timely, cost-effective, and efficient delivery/pickup of incoming food.
- Ensure donor-established "out by" dates are accurately and consistently communicated to Operations staff and verify compliance.
- Identify, track, and manage all inbound loads that will incur freight charges.
- Work with the Programs Department to identify and enlist agencies to facilitate direct pickup of products from select donors.
- Accompany agencies on PDP-related donor visits as appropriate.
- Actively participate in weekly operational planning meeting and provide necessary updates and gain understanding of operational and programmatic needs as it relates to produce.
- Assist in promoting select products' distribution (non-menu items, produce, specials, slow movers, etc.).
- Participate in food sourcing projects at the national level with Feeding America.
- Represent the FBA with appropriate food and business-related organizations and committees.

Partner Agency Network Capacity & Sustainability (FBCENC)

- Provide regional oversight of the Retail Donation Program through donor and partner agency engagement, trainings, coordination of logistics, and compliance with documentation, reporting, and food safety requirements.
- Foster individualized, meaningful relationships with partner agencies through designing and facilitating trainings, providing onsite and virtual consultation, and allocating resources to support the sustainability of their services.
- Oversee a regional portion of the annual partner agency capacity building budget (e.g., \$500K - \$1 million), including assessing needs, determining awards, tracking purchases and invoices, managing delivery logistics, and overall budget management.
- Contribute to organizational and Food Procurement department initiatives such as collaborating in department equity lens development, partner agency recruitment and expansion, and network-wide data collection and analysis.
- Collaborate with Operations and Agency Engagement teams to ensure equitable rescue product distribution.

Safety and Compliance (FBA)

- Ensure safety and sanitation compliance with Feeding America, AIB, and Food Bank of the Albemarle guidelines as it relates to Good Manufacturing Practices.
- Attend food safety classes and maintain certifications (ServSafe, HACCP).
- Complete Certified in Food Resources training through Feeding America.
- Receive and disseminate product recall notices.
- Participate as a leading member of the Food Safety and the Food Security committees.

Reporting and Training (FBA)

- Provide monthly status reports on donor activity.
- Participate in staff training, meetings, and events.
- Provide training to staff, volunteers, and partners as needed.
- Participate in fundraising events.
- Perform other related duties assigned to support organizational goals and requirements.

PHYSICAL REQUIREMENTS

This position is a shared resource position that requires routine on-site presence and also allows for a hybrid teleworking arrangement in accordance with organizational Personnel Policies. The duties and responsibilities of this role include routine travel in and around the 15 counties of northeastern NC the Food Bank of the Albemarle serves and into neighboring counties served by the Food Bank of Central and Eastern NC. Routine on-site presence at both organizational sites is expected to perform this role.

This role incorporates shared responsibilities to the Food Bank of the Albemarle and the Food Bank of Central and Eastern North Carolina. As such, we do require that any candidates for this role reside within the assigned service area, preferably within the FBA service area, and no further away from Elizabeth City than Greenville, NC (approximately 90 miles.)

The physical demands of this position are considered medium work. Essential job functions include:

- Prolonged periods of sitting at a desk, writing, and working on a computer
- Must be able to lift up to 40 pounds at times
- Prolonged standing, walking, and moving may be required depending on site requirements.
- Prolonged periods of driving or sitting in a vehicle while traveling to partner, donor and vendor sites.
- Must be able to walk on uneven ground, fields, and unpaved areas.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- The employee is regularly required to talk, hear, and interact without deliberate impediment
- Frequently required to sit, stand, walk, stoop, bend, kneel, crouch, reach and twist
- Operation of office equipment requiring repetitive hand movements and fine coordination including use of keyboard.
- Visual acuity performing activities including preparing flyers and presentations, transcribing, viewing a computer terminal, and extensive reading.

TRAVEL

- Vehicular travel throughout the service area is required to carry out the duties and responsibilities of this position.
- Occasional distance/overnight travel may be required to attend industry conferences, regional meetings and training pertinent to this position.
- Employee must provide proof of current state-issued driver's license with a minimum of three years' safe driving history.

BENEFITS

*Standard benefits accrual in accordance with the organizational Personnel Policies

DISCLAIMER

The Food Bank's relationship with the community, from food donors to volunteers, is one of high visibility and all staff must exercise diplomacy and maintain a friendly and professional demeanor when interacting with various clients, suppliers, and volunteers.

This description is not intended to be an exhaustive list of all responsibilities, duties or skills required of personnel. Rather, they are general in nature and to be clarified upon request. The Food Bank reserves the right to update this Job Description at any time.

Applicants must be authorized to work in the U.S. for any employer. Food Bank of the Albemarle does not offer relocation assistance or visa sponsorship at this time.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

The Food Bank of the Albemarle and the Food Bank of Central & Eastern North Carolina are Equal Opportunity Employers.