



Community Partnership and Contract Strategist (non-profit), Programs Department

- **Are you an experienced partner investment professional who wants to improve the lives of more than 300,000 Alameda County residents?**
- Are you proactive, self-motivated, and someone who thrives in a fast-paced environment?
- Do you want to apply your superb organizational skills and impeccable attention to detail to helping one of the Bay Area's top non-profits — and a nationally recognized leader in hunger relief — achieve its mission?

If so, Alameda County Community Food Bank could be looking for **you** as our next Partner Investment Strategist for the Programs Department!

The Partner Investment Strategist works to manage Alameda County Community Food Bank's investments in our partner network by ensuring we are providing our partners with the needed resources to enhance, grow and sustain their programming to help build resilient communities. This position will also serve as lead and liaison between ACCFB departments and Network Partners. Alameda County Community Food Bank has achieved notable success in recent years — and is currently responding to an incredible increase in need in our community due to the pandemic and recession. Even with a passionate network of almost 400 partners serving more clients — and distributing more food — than ever before, we've expanded our services even further to meet the growth in need.

Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous, and just community *for all*. With our latest strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at www.accfb.org

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage ACCFB's Capacity Grant Program and Strategic Partnership Planning

- Manage ACCFB's robust capacity grants programs, including setting and meeting program goals and success metrics, preparation of agreements, tracking, and reporting.
- Responsible for the execution of Food Bank's investment strategy throughout the county utilizing analysis of clients' needs and available resources.
- Identify technological solutions for ACCFB Grant Programs to optimize compliance efficiency.
- Coordinate ACCFB New Partner Application Process including tracking, outreach, and communication to potential partners.
- Co-develop ACCFB New Partner On-boarding Plan including orientation, training, and execution of contract agreements.
- Develop and coordinate plans to leverage strategic partnerships to fill gaps and maximize impact while centering community feedback, neighbor experience, and network needs.
- Collaborate with Development and Finance Departments to identify funding opportunities that will build the capacity of ACCFB Partners and Programs Department.
- Lead strategies to cultivate and improve Customer Service experience between ACCFB staff and Partners.
- Serve as an active and influential member of the Impact Division; and build strong and productive relationships with colleagues and departments across the Food Bank.
- Represent Food Bank to other Feeding America food banks, other nonprofits, and donors.
- Other duties as assigned.

Network Effectiveness and Compliance

- Serve as a resource for quality assurance and compliance related inquiries from the Network and throughout ACCFB.
- Co-manage a successful, interactive skill building program for Partners including development of training curricula, training facilitation, and securing training partners.
- Support Quality Assurance team to build and maintain a successful compliance program for network partners, including compliance with Feeding America and other regulatory agencies.
- Support the development of pilot initiatives to meet community needs by creating program logistics and training standard operating procedures (SOPs).
- Support cross-departmental pilots and initiatives to ensure optimal customer service and engagement.

Program Analysis and Effectiveness

- Support with data-based and analytical projects for department, including jet reports and data visualizations.
- Monitor Partner Network activity utilizing monthly pulse reports, analyze data and contribute to monthly reports and recommendations, as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Required Competencies

- Minimum 3-5 years of relevant work experience in nonprofit capacity building, program management, grantmaking, business development, or similar area, successfully leading initiatives from strategic development through implementation.
- Proven experience with complex project management, setting and driving timelines and deliverables for multiple concurrent projects, and building consensus in a fast-paced environment.
- Experience developing training curricula and materials, and experience training one-on-one and in groups.
- Adept at collaborative problem-solving; able to engage internal/external stakeholders to achieve solutions.
- Experience on either side of the grantmaking process; familiarity with RFP, application, selection, award and reporting processes and practices.
- Excellent attention to detail, experience keeping accurate records on complex programs.
- Ability to develop and maintain collaborative and professional relationships.
- Excellent written and verbal communication skills; able to communicate expectations, establish priorities, work collaboratively, and ensure accountability.
- Superior presentation skills; able to explain complex concepts and initiatives to diverse audiences. Strong research skills: able to analyze data and derive actionable strategic insights.
- Strong computer skills including proficiency with the MS Office Suite (Word, Excel, Outlook, PowerPoint).
- Comfort and experience regularly working with relational database management systems (MS Access, Microsoft NAV, CERES), including ability to perform queries, compile data and generate reports.
- Proven knowledge and experience in data analysis and process improvement.
- Valid California Driver's License and insurable driving record. (Personal vehicle not required.)

Preferred Qualifications

- Experience in a nonprofit environment with a variety of stakeholders and deeply rooted community values.
- Experience building partnerships with community and faith-based organizations of various sizes.
- Experience managing a grantmaking program awarding \$1M+ annually.

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation, and diversity.
- Innovative self-starter; flexibility with new and changing environments and situations.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation toward constant innovation and process improvement.
- Comfort and experience working with people from diverse ethnic, economic, and religious backgrounds.

PHYSICAL REQUIREMENTS

This is work primarily located in an office environment with an attached warehouse, with some local travel required. Physical activities necessary in the performance of this job include: Sitting for prolonged periods; mobility to move throughout the Food Bank in performance of duties; and the abilities to hear, read, and write clearly, use a computer for a minimum of 7 hours per day, communicate in English, in clear speaking voice (in person and over the phone).

COMPENSATION AND BENEFITS

This is a full-time, non-exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (7.5-hour workday, 1 hour unpaid lunch). The non-negotiable starting salary is \$37.36 per hour (approx. \$72,852 per year). We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield Platinum or Gold PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 10 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free 1:1 financial coaching and an interest, service fee and credit requirement-free short-term loan program.

If you meet these qualifications and want to join our mission, please send your *resume and answer the application questions* on our careers page located at accfb.org/careers/

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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