



## Care and Share Food Bank for Southern Colorado

**Division/Department:** 50-Programs

**Location:** Southwest, Colorado; Pueblo, Colorado, or Colorado Springs, Colorado (Location negotiable)

**Job title:** Southwest Regional Manager

**Reports to:** Senior Regional Manager

**Status:**  
Salary

**Type of position:**

- Full-time
- Part-time
- Contractor
- Intern

**Hours:** 40hrs/week

- Exempt
- Nonexempt

**Position Summary:**

The Regional Manager is part of a dynamic team responsible for the supervision of and relationship with network partners within a designated geographical region. This position is focused solely on the southwest region (counties noted below). The regional manager maintains and expands relationships with strategically important agencies throughout their assigned territory. Via agency segmentation, they focus on the needs of agencies by directing resources to them as required. They represent the entire range of Care and Share programs and services to their agencies while leading the planning cycle to ensure that assigned agencies needs and expectations are met.

**Duties and Responsibilities:**

**Southwest Regional Manager**

*Territory is defined as the following 16 counties: Alamosa, Archuleta, Chaffee, Conejos, Costilla, Dolores, Gunnison, Hinsdale, La Plata, Mineral, Montezuma, Ouray, Rio Grande, Saguache, San Juan, and San Miguel counties.*

- Identify and coordinate the efforts of appropriate partners and resources needed to reach Care and Share's strategic goals within the region to include agency capacity building
- Establish productive and professional relationships with key stakeholders at current and potential partner sites
- Ensure portfolio of partner agencies within territory are in compliance with all USDA, Feeding America, Care and Share standards
- Obtain and review all agency data monthly
- Advise agencies on building/expanding capacity for food distribution and more effective distribution models; provide ongoing technical assistance to agencies, and support agencies in the development of new/innovative programs
- Identify and be familiar with potential partners, networks and resources so that relationships are developed to promote equitable distribution of food
- Understand all Care and Share programs for purpose of advising and promoting their expansion within assigned region

*Internal Area of Expertise: Family Food Box Program (FFB)*

- Serves as internal point of contact for Operations team for the FFB program
- Ensure all regional managers are aware of goals and expectations surrounding the FFB program.
- Ensure delivery of family food boxes each month to clients enrolled in program.
- Collect and record statistics for program and maintain in a spreadsheet
- In partnership with other regional managers, seek ways to improve processes and efficiencies with an eye for continual program improvement.
- Participate in establishing budgets and meeting goals and objectives associated with financial and food distribution requirements.

*Internal Area of Expertise: Mobile Food Pantries (MFP)*

- Serves as internal point of contact for Operations team for the MFP program
- Ensure all regional managers are aware of goals and expectations surrounding the MFP program.
- Ensure all regional managers monitor all MFP sites to ensure compliance with requirements and standards
- Collect and record statistics for all mobile food pantries and maintain in an Access database
- In partnership with other regional managers, seek ways to improve processes and efficiencies with an eye for continual program improvement.
- Participate in establishing budgets and meeting goals and objectives associated with financial and food distribution requirements.

*Internal Area of Expertise: Food Programs Reporting*

- Reporting on the following food programs: food pantries, soup kitchens, youth programs, day care centers, voluntary poor sites, feeding sites, assisted living sites, residential homes, group homes and shelters. Serves as internal point of contact for regional managers for missing and inaccurate reports submitted through Agency Express.
- Ensure all regional managers are aware of goals and expectations surrounding program reporting.
- Collect and record statistics for program and maintain in an Access database.
- In partnership with other regional managers, seek ways to improve processes and efficiencies with an eye for continual program improvement.

**Work experience requirements:**

- B.S./B.A. preferred
- Travel throughout Southern Colorado required
- Food Safety Certified or the ability to become certified
- Ability to lift 45 lbs., bend, reach, climb stairs, and sit or stand for long periods of time
- Proficiency in Outlook, Word, Excel, Access, Power Point, Teams, Zoom and the internet. Experience with inventory software (Ceres) desired
- Ability to interact effectively in the community and at multiple levels within organizations, especially those serving culturally and economically diverse communities
- Strong verbal and written communication skills
- Demonstrated ability to organize, prioritize, problem-solve, be flexible, and work under pressure
- Solid facilitation, capacity building, and training skills
- Strong organizational skills, including ability to manage and prioritize multiple projects and tasks simultaneously in a high-energy, fast-paced environment.
- Demonstrated ability to cultivate relationships with staff, leadership, volunteers and supporters of culturally and economically diverse community and/or faith-based organizations and coalitions
- Ability to work independently with minimal supervision
- A working vehicle, valid CO driver's license, and minimum insurance levels (\$100,000/\$300,000/\$100,000 liability coverage). Commitment to the mission of Care and Share

**Reviewed by:**

**Date:**

**Employee Signature:**

**Date:**

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.