**Community Partnership Manager**

**Full-Time Position:**

**Organization Overview**

Community Partnership Inc. (CP) is the Community Action Agency for Butler County, PA. Community Partnership’s primary focus area is Butler County with limited services provided to neighboring counties through our social enterprise program. Currently, Community Partnership focuses on economic development, food security, and agricultural development, to provide solutions to concerns that people in poverty face in their daily lives.

CP’s commitment to serving community members is focused on encouraging self-sufficiency and wholeness for individuals living at or near the poverty line. For more information on Community Partnership, Inc, see <https://www.yourcapinfo.org/>.

**JOB DESCRIPTION**

Community Partnership Manager – Full Time

Community Partnership Inc. is seeking applications for a forward thinking, growth-oriented Community Partnership Manager to lead Community Partnership’s programs, program budgets, and supervise program level staff.

CP operates seven programs focusing on Food Insecurity, Agriculture training, and Economic Development with a staff of four dedicated to program operations. These programs include:

* The Butler County Food Bank (includes the following initiatives: administration and distribution of the State Food Purchase (SFPP) program, The Emergency Food Assistance Program (TEFAP), Commodity Supplemental Food Program (CSFP), SNAP Outreach and Referrals, Monthly Walk-Up and Drive Up Food Distributions, Emergency Food Deliveries);
* Fresh Bucks Farmers Market Voucher Program;
* The Produce Cart;
* Nutrition Education;
* “Good Things Grow Here” Gardens and FreeSA program;
* Co.Starters Entrepreneurship Program;
* Agricultural Education and Training for producers and the community at large.

The Community Partnership Manager will be responsible for each program's overall guidance, including directly running several of them. The Manager will play a crucial part in establishing the program budgets that will then set the annual budget for the organization. The Program Manager also assists in the development, finance, and reporting activities of the organization, as well as assisting the Executive Director and Board of Directors in planning for the organization's future. The Community Partnership Manager oversees all program level operations staff and reports to the Executive Director.

**Qualifications**

**Qualified applicants must have:**

* Bachelor's degree in Finance, Planning and Development, Nonprofit Management, Agricultural Development, Sociology, or Related field
* Capacity for strategic and project planning, project implementation, and coordination of organizations to meet project goals
* Capacity to bring together partners, facilitate meetings, drive consensus
* Proficiency in report writing, spreadsheet management, meeting minutes, and other documentation as required
* Possess a working familiarity with organizational contracts, budgets, project plans, and proposals for funding opportunities
* Highly developed written and oral communication skills and reputation for problem-solving
* Demonstrated commitment to diversity, equity, inclusion, and belonging practices
* Proven experience in workforce development, program management, and team collaboration
* 3-5 yrs. of Management experience
* Ability to lift up to 50lbs and pass background checks and drug screenings. Comfortable with occasional operation of vehicles and farming and gardening equipment.

**Other helpful but not necessary skills include:**

* Grant Writing/Fundraising Experience
* Nonprofit Finance
* Knowledge on HR/Fiscal standards and best practices
* Previous experience working with low-income individuals
* Experience in the non-profit sector

**Details:**This is a full-time position, working primarily Mon-Fri with flexibility for working hours along with some work from home opportunities. Weekends & travel may be required but they are limited.

 Please send a resume and cover letter to Dr. Sandra Curry at scurry@yourcapinfo.org by Jan .