

**America's Second Harvest of Coastal Georgia, headquartered in Savannah, GA** serves as the food safety net for tens of thousands of children, senior citizens, low-income families, and people with disabilities that are at-risk for hunger throughout 21 counties of coastal Georgia. Last year, Second Harvest provided more than 25.8 million pounds of food to hungry people in our area through a variety of programs.

We are currently hiring a full time, permanent **Branch Manager** to be based in our **Southeastern Branch location in Brunswick, Georgia.**

**General Description/Position Summary:** The Branch Manager responsibilities include warehouse operations, inventory control and distribution, partner agency relations, staff oversight and community relations. The Southeastern Branch serves Brantley, Camden, Charlton, Glynn, McIntosh and Wayne counties and 92 partner agencies.

**Essential Job Duties:**

1. Help develop and administer annual budget, meeting performance targets for revenue and expenses and reporting on budget variances.
2. Establish and implement systems for meeting monthly, quarterly and annual organizational, program and fundraising goals.
3. Supervise and develop staff members including performance counseling and annual appraisals.
4. Liaison with Food Bank headquarters on capital improvement projects.
5. Ensure prompt receipting, invoicing, transport, evaluation, storage and distribution procedures for all incoming and outgoing product. Ensure that proper inventory control procedures are in place, including daily tracking, weekly, monthly and annual inventory counts.
6. Supervise maintenance and sanitation of the facility in accordance with Feeding America, USDA and other applicable food handling standards including freezers and coolers.
7. Community liaison for local disaster response.

**Other Job Duties:**

1. Participates in the organization and implementation of special projects as directed.
2. Assist in the development of relationships with local food donors and agencies.
3. Additional duties as assigned by the Executive Director and Operations Director.

**Applicant Qualifications:**

- Required: Bachelor's degree in business administration, public health human services or other related field of study or equivalent combination of relevant education and work experience.
- 5-7 years of progressive experience with increasingly responsible positions with accountability for staff supervision and volunteer management in the public or private sector.

- Excellent verbal and written communication skills as well as excellent time management skills; strong organizational skills and ability to multi-task.
- Ability to interact effectively with individuals of diverse backgrounds, experiences and personalities.
- Superior ability to develop and sustain positive relationships with team members, volunteers and other stakeholders.
- Strong computer skills with proficiency in Microsoft Office Suite applications. Experience with inventory management systems highly preferred.

**How to Apply:**

Please send an interest letter, resume and salary requirements to [amahoney@helpendhunger.org](mailto:amahoney@helpendhunger.org).

*America's Second Harvest of Coastal Georgia is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws*