

**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 southeastern Georgia. We partner with over 245 churches and non-profit agencies to provide emergency food assistance across Coastal Georgia in twenty-one counties. Last year, Second Harvest provided more than 25 million pounds of food to hungry people in our 21-county service area through a variety of programs. We are currently hiring for the following position:

**Job Title:** Business Development Manager  
**Classification:** Exempt, full-time  
**Reports To:** Chief Operations Officer

**Skills, Education and Experience:**

This position requires a flexible, detail-oriented person with strong skills in facilitation, strong ability to work independently as well as a team member. Extensive day travel (up to 80%) throughout 21-county service area in a company provided vehicle is required. Compassion and commitment to the cause, along with strong "people skills" a must.

- Four-year degree or equivalent work experience; three years' work experience in customer service, account management or sales.
- Ability to work positively and professionally with people of diverse experiences and backgrounds.
- Demonstrated ability to analyze, deduce, problem solve and see the "whole picture" when making decisions; ability to manage multiple projects.
- Ability to interpret, adapt and apply guidelines and procedures.
- Highly proficient in MS Suite and database software.
- Excellent verbal and written communications skills, strong organizational & planning skills, strong sense of curiosity and people interest.
- Valid Driver's License with clean driving history.

**RESPONSIBILITIES AND DUTIES:** The Business Development Manager is responsible for the discovery, pursuit, recruitment, training, monitoring and growth of our partner agencies. This process leader enters and maintains information, documents, records and reports related to program growth and sets and meets growth goals with a view of optimizing Second Harvest's relationship to local communities. Principle activities are:

**1. Recruitment and Intake:**

- A. Develop and implement plans for growth in assigned territory and recruitment of new partner agencies.
- B. Research into assigned areas, discovery of and outreach to potential influencers. Assess capabilities to determine if partnership fits strategic goals. Set meetings, presentations, conversations garnering interest and positioning toward partnership.
- C. Review applications of organizations requesting membership, securing additional information as needed, perform on-site intake reviews of organizations.
- D. Participate in Mobile Food Pantries to help recruit new partner agencies.
- E. Participate and lead other program initiatives as needed.

**2. Compliance Monitoring**

- A. Performs on-site review of new agencies, reviews or coordinates review of member agencies on an annual basis; prepares written reports of findings; makes recommendations for continued

service and/or changes in status with the Food Bank; develops follow-up plans for identified problems.

- B. Plan annual seminars and meetings with partner agencies.
- C. Assist with quarterly newsletters and other communication tools for partner agencies.

A successful candidate for this position must have the ability to acquire, analyze and interpret demographic and geographic data of areas to be served. Candidate must be an exceptional communicator: communicate effectively with potential organizations requesting membership as well as organizations positioned for membership; communicate evaluations and recommendations to management, and perform a variety of training sessions. Must have the ability to perform on-site reviews of potential organizations, prepare written reports of findings, and develop/execute comprehensive follow-up plans.

**Initiative:** Create self-motivation to achieve expertise in assigned territories, duties and processes with minimal direct supervision.

**Interpersonal Relations:** Individual will be able to communicate effectively with partner agencies, inside and outside partners and influencers, and internal teams and co-workers.

**Communication:** Ability to create and deliver compelling communication, both oral and written. Inspire individuals and audiences to higher levels of participation and partnership.

**Time/Calendar Management:** Ability to review applications, schedule and perform on-site intake reviews of organizations. Implement and schedule all training programs. Maintain training records.

**Research:** Ability to comprehend and translate pertinent demographic and geographic data, driving toward discovery of partners through social and professional networks.

**Computer Skills:** Individual will create spreadsheets and documents in Excel and Word; will learn then master in-house database and reporting systems.

Please send an interest letter along with resume to [amahoney@helpendhunger.org](mailto:amahoney@helpendhunger.org) to apply.