



**Position Title:** Warehouse Manager

**Education:** Bachelor's Degree

**Location:** Brooklyn, New York

**Employment Type:** Full-time

**Report to:** Director of Programs

**The Campaign Against Hunger (TCAH)** is one of the largest and most robust anti-hunger advocates in New York City, with a multifaceted and strategic approach to tackling the disparities driving hunger and economic insecurity. TCAH has grown since COVID-19 began to impact NYC. We have mobilized to serve over 30 million nutritious meals, touching the lives of 2 million New Yorkers. TCAH's mission is to empower its neighbors to lead healthier, more productive, and self-sufficient lives by increasing their access to safe, nutritious food and related resources. TCAH's programs and services include on-site SNAP and healthcare enrollment, benefits access, job referrals, assistance with applications for city services including housing, youth workforce training, a client-choice SuperPantry, our Fresh Vibes Farmer's Market, urban farming, café, and culinary arts center, and community food distribution. With an annual budget of \$21 million and a staff size of 55, TCAH is looking to expand its dynamic team. You can find out more at our website:

[www.tcahnyc.org](http://www.tcahnyc.org)

**Position Summary:** The Emergency Relief and Disaster Manager is a new cross-functional position that will collaborate closely with the Executive Director and Director of Programs to execute effective organizational operations in emergency relief, food distribution, and partnership management. The incumbent will provide leadership and oversee TCAH's food distribution response to New Yorkers food need. The ideal candidate has an unwavering commitment to TCAH's mission of hunger relief and food justice; excellent written and verbal communication skills, demonstrated ability in building and managing partnerships, proven track record of collaboration, facilitation, and problem solving, and the ability to galvanize support from a wide-cross section of agencies.

## **TASKS AND RESPONSIBILITIES**

**Objective:** Manage the emergency relief and food distribution efforts of the organization to provide critically-needed food to New Yorkers in need.

- Lead TCAH's emergency food distribution program to ensure operational efficiency
- Ensure that TCAH's services are available to diverse communities
- Responsible for developing an organizational-wide emergency food distribution relief plan, crisis management, and preparedness
- Determine, qualify, and respond to relief gaps locally
- Coordinate distribution and communications with local agencies, elected officials, partners, and other stakeholders
- Partner with TCAH's program team to ensure strong program integration and collaboration
- Monitor the ever-changing geopolitical landscape and stay current regarding best practices and emerging trends
- Maintain the organization's food distribution programs to the level of expectation desired and communicate updates to leadership
- Drives food distribution program directives and development of standard operating procedures as required for agency continuity

- Within the scope of position, represents and serves as a subject matter expert for TCAH's emergency relief and disaster management, planning with multi-agency partners (government and non-government).
- Responsible for ensuring The Campaign Against Hunger is present at long-term recovery meetings post-disaster
- Continuously monitor client satisfaction and all data indicators to inform service delivery decisions
- Manage direct staff including but not limited to Assistant Manager, Food Coordinator(s), and Dispatcher.
- Responsible for daily/weekly food procurement (record keeping, planning, inventory, etc.)
- Manage & maintain all vehicle and equipment in accordance with New York City and State health codes.
- Work with Development and Communication department to explore sources of funding for Warehouse operations, and to appropriately represent the warehouse in social media and other media outlets.
- Carry out other assignments as directed by the Director of Programs.

### **PERSONAL AND PROFESSIONAL CHARACTERISTICS**

- Passionate about the organizational mission to alleviate hunger and advance food justice.
- Demonstrated analytical and decision-making skills to develop creative processes for continuous program.
- The ability for planning, public speaking, project management, and process improvement. The individual must be customer-oriented, organized, and able to operate with an orientation toward solutions, with an external focus, and team orientation.
- 2 – 3 years of partnerships and management experience, especially in a nonprofit setting
- Excellent interpersonal skills, with an appetite for participation in community and advocacy
- Organized, timely, and extremely responsible
- Articulate, professional, well-mannered, confident and well-spoken, both on the phone and in-person
- Proactive, and takes initiative independently
- Proficient computer skills, including Word, Excel, and PowerPoint, and working knowledge of social media, e.g. Facebook, Twitter, LinkedIn, and Instagram
- Flexible and able to work effectively in a dynamic environment

The above is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of the job. It is not to be construed as an exhaustive statement of all the job functions.

Salary is competitive and based on experience.

Please send a cover letter and resume to [hr@tcahnyc.org](mailto:hr@tcahnyc.org)