



## Channel One Regional Food Bank JOB OPENING

Rev. 08/21/2019

**Job Title:** Food Sourcing Developer  
**Department:** Development  
**Classification:** Full-time, Exempt  
**Reports to:** Executive Director

### POSITION SUMMARY

The Food Sourcing position is responsible for developing, implementing and maintaining a food sourcing strategy that will secure food for all programs of Channel One Regional Food Bank. This will involve building, maintaining, and fostering relationships with all aspects of the food industry, entailing significant contact with vendors, brokers, manufacturers, produce growers, distributors and retailers to improve the capacity of Channel One and its member agencies to distribute food to people in need.

In addition, this position is responsible for ensuring that Channel One Regional Food Bank, in its work with food donors and partner programs, operates in compliance with Feeding America guidelines and all contract requirements.

### Essential Duties and Accountabilities

1. Formulate strategy and develop an annual work plan for food acquisition based on strategic planning; including donor recognition activities, performance metrics, and annual outcomes/goals.
2. Conduct donor research, cultivation, and ongoing stewardship of new food donors throughout Channel One Regional Food Bank region.
3. Provide regular contact and foster relationships with current food donors with the goal of receiving more pounds per donation and more frequent donations.
4. Maintain and build upon relationships with food industry partners, production staff and business community members, including face-to-face networking, in-person visits, meetings, presentations and facility tours.
5. Maintain a portfolio of current, lapsed and prospective donors and respond timely to inquiries.
6. Efficiently handle customer calls and donor correspondence.
7. Create and maintain a system to track donations weekly by current donors, return of lapsed donors, and prospects cultivated into donors and by product categories.
8. Coordinate the Retail Store Donation Program, including but not limited to coordinating with retail route drivers, store managers and receiving staff and resolving grievances and service issues that may arise.
9. Coordinate Direct Retail Pick-Up Program processes for new agencies and participating retailers.
10. Enter and track donations of product that agencies pick up (i.e., Walmart, Target, Kwik Trip, etc.) from door sheets and local pickup logs into Navision.
11. Generate and mail receipt letters for food donors .
12. Coordinate produce donations through the Farm to Food Shelf Program, including donor receipting and invoicing.
13. Prepare and provide monthly, quarterly, and annual reports as required or assigned.

14. Develop and implement consistent strategies for donor recognition efforts, including regular thank you letters and yearly recognition awards.
15. Solicit non-food donations or in-kind services, such as trucking, equipment and storage when appropriate or requested.
16. Provide oversight and communication of product recall program.
17. Work in close cooperation with operations and warehouse staff to coordinate timely pick-up, delivery and receipting of donated product.
18. Work with operations and other staff to coordinate "value-added"/food repack projects and other collaborations.
19. Coordinate gleaning efforts with local and area farmers and produce vendors, alerting Community Engagement Coordinator of volunteer needs, and providing direction and supervision of glean team volunteers and staff. Work with local farmers' market staff, volunteers, and vendors to secure seasonal produce donations.
20. Advise and collaborate with Channel One Directors on broader product procurement strategies and healthy food initiatives and supporting departmental processes.

### **Other**

1. Represent the organization professionally; maintain positive public relations, and provide exceptional customer service.
2. Attend food industry events including trade shows and association meetings, and network conferences as required.
3. Participate in collaborative opportunities with Feeding America's food sourcing team, Minnesota Cluster of Food Banks, Hunger Solutions Minnesota and other local, regional, and national food growers and produce associations to develop relationships and ensure compliance with guidelines and industry best-practices standards.
4. Complete training and maintain ServSafe certification.
5. Complete Feeding America "Food Resources" training and maintain certification.
6. Participate in Channel One fundraisers and other special events as requested.
7. Perform other duties as assigned by supervisor.

### **Qualifications**

#### *Education and Experience*

- Bachelor's degree in business or marketing preferred
- Three to five years' experience in food/grocery industry, sales, marketing, and/or purchasing

#### *Skills and Abilities*

- Proficient with MS Office (Word, Excel, Outlook) database management and internet research
- Strong written and oral communication and presentation skills
- Excellent interpersonal and customer service skills
- Strong analytical and organizational skills
- Ability to travel, current driver's license, and valid proof of vehicle liability insurance
- Ability to work effectively independently and collaboratively
- Ability to work effectively in a fast-paced environment with a high level of accuracy and attention to detail
- High standards of professional ethics and conduct
- Committed to Channel One Regional Food Bank's mission
- Some evenings and weekends may be required.