

Food Bank of WNY

JOB DESCRIPTION

POSITION TITLE: FOOD SOURCING COORDINATOR
REPORTS TO: OPERATIONS COORDINATOR

SUMMARY OF DUTIES: Coordinates all food sourcing activities and donations as well as donor outreach and cultivation. Duties include acquisition of donated product, increasing and maintaining a steady flow of food and grocery donations from the Western New York food industry through the Retail Store Programs and associated vendors, manufacturers, and local farmers. Researches, identifies, strategizes, and builds relationships with potential and existing local food and grocery product donors. Coordinates the development and retention of existing food donors with the goal of increasing donations. Responsibilities also entail food purchasing activities pertaining to all state, federal, and private fundraising dollars allocated towards the purchase of foods for member agencies. As part of the strategic plan, develops and curates relationships with farmers to help increase fresh produce donations.

RESPONSIBILITIES:

1. Plans, organizes, and maintains a system for acquiring food and grocery items from the local Western New York food industry, including the retail stores. Develops and implements a solicitation program to acquire donations of food and monies from various local companies.
2. Acts as liaison between Food Bank and product donors, contacts local industry representatives by letter, phone, or in person to discuss the benefits of donating to the Food Bank.
3. Follows visitation schedule for donor relations, conducting relationship-enhancing visits to each donor site on a regular basis.
4. Maintains a system for regular tracking, evaluating, and reporting on food donations. Prepares and submits all reports in an accurate and timely manner.
5. Represents the Food Bank in the community to include appropriate food and business related organizations and committees as well as NYS associations such as Farm Bureau, NYS Agriculture & Markets, and others as assigned.
6. Maintains ongoing communication and positive relationships with retail donors and recipient agencies, including donor recognition through regular correspondence and awards for significant donor support. Ensures that donor information is up to date in both Primarius and Clearview systems.
7. Develops relationships with other NYS Food Banks to facilitate excess product sharing.
8. Facilitates in-kind donations from non-food donors (e.g., transportation companies, food processing companies, etc.).

9. Coordinates the acquisition of product through the Feeding America Choice System, Produce Matchmaker System, WBSCM System (USDA) and works with Agency Services and Operations to efficiently track and distribute donated inventory.
10. Analyzes and reports food donor trends.
11. Procures food by operating within federal and state budgets.
12. Coordinates procurement process for organization.
13. Attends trade shows, as necessary.
14. Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

- Bachelors' degree in Business, Marketing, or related field or equivalent in work experience
- Minimum 3 years experience in communications, sales, business development, food or related industry
- Strong verbal, public speaking and written communication skills
- Proficient computer skills
- Ability to work independently
- Ability to travel as necessary to support Food Bank initiatives, including valid NYS Driver's License
- Ability to work evenings and weekends as necessary
- Proven ability to interact with multiple constituencies, including agencies, community groups, and funding sources

QUALIFICATIONS PREFERRED:

- Prior experience in a not-for-profit organization
- Experience working with volunteers
- Food industry background

The Food Bank of WNY is an affirmative action/equal opportunity employer and is committed to respecting diversity and individual differences.

Signed: _____ Date: _____