



JOB DESCRIPTION

Job Title: Food Resources Coordinator
Classification: Full-Time, Exempt
Supervisor: Food Resources Manager
Posting Close Date: 2/26/2010

Job Summary:

The Food Resources Coordinator is directly responsible for development, solicitation and retention of food donation accounts and relationships with food industry representatives. The Food Resources Coordinator is responsible for the oversight of food resource compliance with Feeding America guidelines in cooperation with the Foodbank's partner agencies and consistent with the Foodbank's mission of ending hunger in Idaho.

Qualifications:

- This position requires a high school diploma and four years minimum experience in human services, business/account sales development (preferably within the food industry); or Bachelor's degree and one year business/account sales development preferred.
- Professional, self-starter who can work independently and efficiently under minimum supervision.
- Be able to work as a partner of a team.
- Must have adequate personal transportation, a valid driver's license and current auto insurance.
- Excellent people, written and verbal communication skills.
- Ability to work within a multi-cultural environment.
- Demonstrated organizational and project management skills.
- Proven competencies in Microsoft Office products, including internet.
- Have a clean, professional appearance.
- Must be able to pass a national background check.
- Must be able to pass a pre-employment drug screening.
- Must be able to pass ServSafe Certification.

Key Responsibilities:

- Conduct initial and ongoing solicitation, follow-up and development through defined customer service strategies for food donations by statewide retailers, manufactures and product brokers to ensure food donation consistency to the Foodbank. Utilize the Feeding America "Choice" system for procurement of large food donations from national donors.
- Conduct scheduled site visits to target potential donors on a regular basis.
- Build strong, long-term relationships with existing donors through ongoing contacts and encouraging attendance at Foodbank events.
- Maintain a minimum of quarterly contact with all donor accounts.
- Make a minimum of 25 donor contacts per week.
- Maintain accurate records of solicitation efforts, food obtained and potential resources.
- Analyze and prepare end of month reports.
- Continue ongoing analysis of the food industry, utilizing Feeding America, the food advisory council, board of directors, and industry representatives to be aware of issues or changes that may affect the quality, quantity or type of product donations to the Foodbank.

- Stay current on changes in the local and national food industry by using personal networking, trade organizations, and agricultural publications to constantly seek out new opportunities, using this information to direct solicitation strategies.
- Represent The Idaho Foodbank and food banking to the food industry and its trade associations.
- Maintain and coordinate a food advisory council composed of other food industry representatives and hold quarterly council meetings.
- Through the food advisory council, network with senior food industry contacts to engage and involve the industry in Foodbank work through donations of food, equipment and expertise.
- Identify and communicate to co-workers the best practices in food industry and significant local and national issues and trends.
- Coordinate the efforts of Foodbank staff as needed, i.e. request trucking services from the appropriate staff members, serving on the FAST Team and working with the Logistics staff member to coordinate local donations.
- Host industry visits and tours of the Foodbank, demonstrating the mission of the Foodbank and the importance of donors to impact the communities we serve.
- Cultivate and maintain relationships with other food banks, Feeding America, Dare to Share and other community partners. Work with other Foodbank departments and teams to ensure coordination of donations and warehouse needs.
- Participate in donor acknowledgement programs.
- Track donor pick-up times and communicate effectiveness to active and potential donors.
- Participate in product acceptance and work in tandem with all Foodbank departments to ensure punctual, cost-effective and efficient food donation transportation systems and decisions.
- Maintain comprehensive records and files including a continually updated food industry database.
- Participate with Foodbank staff in scheduled volunteer supervision, often occurring after-hours.
- Perform other duties as assigned by the Food Resources Manager.