

Second Harvest of Coastal Georgia

JOB DESCRIPTION

Job Title: Food Sourcing and Outreach Coordinator

Status: Full Time, exempt

Reports to: Director of Programs

Summary:

The Food Sourcing and Outreach Coordinator supports Second Harvest's mission of helping end hunger by overseeing multiple initiatives. This position will cultivate relationships with retail grocery stores, local farmers, food distributors, warehouses, and manufacturers to expand food and grocery donations to the food bank. Additionally, it will oversee the retail store pickup program, ensuring efficient coordination and access for Second Harvest partner agencies.

Essential Job functions:

Retail Store Reclamation Program -

- Build relationship with local retail grocery stores in support of their corporate reclamation agreements with Feeding America to help minimize food waste by recruiting, training and supporting store personnel.
- Act as liaison between Second Harvest, retail store and agency partners in the efforts to donate food resources to feed those in need in our community.
- Assign capable agency partners to pick up from retail stores on Second Harvest's behalf where needed.
- Implement Second Harvest partner agreements and complete annual onsite visitation along with proper training to maintain compliance.
- Become familiar and efficient with Blue receipt process.
- Work with Agency Relations to establish a process for managing agencies authorized to participate in the Store Donation process.
- Work with Drivers and Warehouse staff to ensure stores and drivers are ready for driver pick ups and are following donation guidelines.
- Work with Marketing and Communications Manager to recognize retailers where applicable (food bank newsletter, website, direct mail, etc.) and provide store donation toolkits for each retail chain.
- Monitor and report donation progress to local store and Second Harvest leadership.

Food Sourcing Outreach –

- Maintain and expand current partnerships with local food sourcing partners via regular in person visits, to include farmers, food distributors, food manufacturers and others in the 21-county region.
- Identify, recruit and cultivate new food sourcing partnerships for non-perishable food, salvage, produce, prepared/perishable food with local food sourcing partners using food industry information.
- Maintain consistent communication with all food donors
- Respond to special needs/requirements of donors
- Develop creative food raising programs
- Utilize resources such as Feeding America, other food banks, etc. to maximize productivity
- Attend food industry events such as trade shows, association meetings and network conferences as needed.

Local Food Drives -

- Coordinate logistics of off-site food drives
- Communicate details of food drives with warehouse and marketing staff

Provide weekly activity report on donor visits and store-level interactions
Always demonstrate a pleasant, professional and helpful attitude.
Additional duties as assigned by management

Skills, Education and Experience

- 4-year degree and/or comparable experience in sales and marketing to retail customers.
- Clean driver's record and background check.
- Experience in the retail grocery industry a plus.
- Self-Starter with strong customer service/interpersonal and relationship building skills.
- Highly organized and capable of maintaining multiple accounts including completing follow-up correspondence on a consistent basis.
- Willingness to travel. This position functions in an office and warehouse environment and requires weekly travel within the service area and occasionally bi-state and national travel. The coordinator will spend 75% or more time in the field, 25% of the time in the office or warehouse.
- Proficient in Microsoft Office applications.
- Possess professional demeanor in all aspects of the job
- Excellent verbal and written communication skills, especially among culturally diverse groups.
- Maintain Basic Food Safety Certification.
- Maintain certification to operate forklift and electric pallet jack.
- Ability to stand and walk for long periods of time and lift over 50 pounds.

Salary range starting at \$50,000 with performance metrics-based bonus opportunity

Please see Alison or Elizabeth if you are interested in applying by February 14!