



JOB DESCRIPTION

Position:	Food Sourcing Director
Status:	Exempt, At-Will
Department:	Operations
Reports to:	Chief Operating Officer

Job Summary:

Support FOOD Share’s strategic plan by creating, developing and managing food acquisition initiatives to ensure continued growth in food resources. Responsible for donor development with retailers, farmers, wholesalers, manufacturers, distributors and food service companies. Oversee food purchasing, produce acquisition and community food drives.

Major Responsibilities and Duties:

- Develop, implement, manage and analyze food-sourcing goals and objectives to align with organization’s strategic goals and initiatives.
- Develop, document and implement processes and best practices for all food purchases.
- Working with Operations staff, coordinate the acquisition of fresh produce through the CAFB Farm to Family program and local growers.
- Working with Inventory staff, oversee the quantity and timing of product purchases based on historical movement, acquisition lead times and inventory best practices to ensure optimal blend of foods.
- Secure, cultivate and maintain relationships with food donors.
- Manage all corporate and community food drives including major campaigns such as Stamp Out Hunger, Feed So Cal, VC County Fair Feed the Need, Stuff a Bus, etc.
- Track, analyze and report on selected metrics, e.g., donations by category, donations by source, donations by percentage of waste generated, etc.
- Oversee communication with food donors, including receipts and acknowledgments.
- Use database recording, tracking and reporting system for food donations.
- Coordinate volunteer gleaning program.
- Serve as FOOD Share representative for food sourcing and reclamation initiatives.
- Other duties as assigned.

Job Qualifications:

- Bachelor’s Degree or equivalent experience with a minimum of three years’ experience in food sourcing.
- Ability to prepare effective proposals and presentations.
- Exceptional verbal and written communication skills.
- Excellent computer skills (Microsoft Word, PowerPoint and Excel)
- Ability to travel to visit existing and potential food donors
- Knowledge of social services/hunger issues a plus.

Department Requirements:

- All Operations team members are required to be organized and efficient at prioritizing projects.
- All Operations team members must have the ability to work with and manage volunteers to maximize efficiency.

- All Operations team members must have exemplary customer service skills to communicate with all food bank stakeholders.

FOOD Share, Inc. embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.

* * The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all the work requirements that may be inherent in the job. Job description is subject to change and additional responsibilities may be assigned depending on operational needs.

Please submit resume and cover letter to resumes@foodshare.com