



Job Title	Food Sourcing and Purchasing Manager
Reports to:	Culinary & Catering Director
	<i>Full-Time, Non-Exempt</i>

Job Purpose:

The Food Sourcing/Purchasing Manager role is key to the success of the Food Recovery and Distribution operations and directly supports other IFFS programs and divisions. The Food Sourcing and Purchasing Manager will develop, implement and track sourcing of all food product in collaboration with local donors, local retail stores, Feeding America’s donation allocation system, local farmers, gleaning groups, and food vendors while adhering to IFFS’ budget and values, nutrition policy, business rules, and food safety programs.

The Food Sourcing/Purchasing Manager will be responsible for researching, cultivating, soliciting, and stewarding new and current food donor and food vendor relationships in pursuit of IFFS’ mission. This position also requires proactive oversight of inventory levels to ensure a well-coordinated product mix is available to distribution partners through a variety of channels (donated or purchased product). Prior experience in procurement and proven success in process improvement across functional teams would support success in this position.

In addition to interaction with local and national donors and vendors, the position will work closely with all divisions in the organization. The Food Sourcing/Purchasing Manager will report progress to goal regularly to Division leadership. This position requires a passion for our mission to pioneer innovative, transformative solutions to end hunger.

Duties and Responsibilities:

- Conduct face-to-face meetings and presentations as well as cold calls with current, lapsed, and prospective food donors, vendors, and organizational partners.
- Provide professional and responsive customer service to all food industry partners, donors, and colleagues.
- Develop and report on a yearly work plan to include performance metrics, annual outcomes/goals, and donor recognition activities.
- Oversee the accurate and timely tracking of all purchase orders, budget and expense logs, receiving orders, weekly forecast of incoming product and any other administrative processes.
- Coordinate cost effective logistics regarding both local and national product donation with the Logistics & Compliance Manager
- Work collaboratively with cross-functional teams regarding incoming product, internal and external needs and donor recognition.

- Maintain regular communication with Feeding America's national product sourcing department and other member food banks within the Feeding America Network. Take part in networking opportunities as appropriate.
- Collaborate with internal divisions to maximize donation and purchasing opportunities.
- Perform other duties as assigned.

Qualifications

- An Associate degree **required** but a Bachelor's degree is **preferred** from an accredited college or university in Business Management, Supply Chain Management, or Agricultural Business field.
- Minimum of 4 years' experience in a procurement role **required**.
- Experience in agricultural industry, food distribution programs and/or non-profit organizations is **highly desired**.
- Excellent customer service required.
- Must have excellent time management and organizational skills along with sound judgment and ability to effectively communicate both verbal and written.
- Must have ability to network and build solid relationships.
- Must demonstrate ability to work both independently and in a team atmosphere with excellent collaboration skills.
- Demonstrates a proven drive to innovate and improve.
- North Carolina Driving License and clean driving record.
- Ability to pass a criminal background check.
- Proven ability to work with minimum supervision.
- Some evening and weekend work may be required.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.