

## NOTICE OF VACANT POSITION

### Food Donor Relationship Specialist– FAYETTEVILLE, NC

**Opening Date:** 8/29/2022

**Closing Date:** Opened until filled

**Employment Type:** Full-time/Non-exempt

**Starting Pay:** \$45,040

### OVERVIEW OF GENERAL RESPONSIBILITIES AND DUTIES

The Food Donor Relationship Specialist formulates strategy and develops plans to solicit food and other products from the food industry, including manufacturers, distributors, farmers, and supermarkets. This position is responsible for securing a steady flow of food donations from local food donors by cultivating existing relationships by developing new relationships with and between local network partners and food donors. The position will report to the Director of Development.

- Develops and cultivates new food donors including retailers, processors, manufacturers, restaurants, cafeterias (schools, hospitals, etc.), and vegetable and meat growers throughout southeast North Carolina to ensure food donation percentage increases annually.
- Cultivates current food donors with the goal of receiving more pounds per donation and more frequent donations, preventing a percentage of attrition.
- Collaborates with Operations to make the most efficient use of transportation and other logistics needed for handling donations.
- Provides required monthly, quarterly, and annual reports as required by food donors, Feeding America National Office (FANO), USDA, Action Pathways and Food Bank.
- Develops and maintains donor recognition program and awards for major food donors.
- Provides oversight and communication of product recall program.
- Determines form and frequency of solicitations and develops a system of donor tracking, reporting and acknowledgments.
- Works with Inventory Control Clerk to ensure inventory needs are met.
- Works with the Operations Department to communicate incoming shipments and create strategies to reduce waste.
- Facilitates and maintains Agency Store Donation Program.
- Provides ongoing training to retail partners and agency staff involved in the store donation program.
- Hosts industry visits and tours demonstrating Action Pathways and Food Bank's mission and the importance of donors to impact the communities the Food Bank serves.

### QUALIFICATIONS

**Education:** A Bachelor's Degree in business, nonprofit management, or other relevant field.

**Experience:** At least 5 years of nonprofit sector, customer relations, or food industry experience.

#### Computer Skills

Proficient with Microsoft Office Suite and inventory management software

### GENERAL REQUIREMENTS

#### Other Requirements

A valid driver's license is required along with a good driving record. Employee must have reliable transportation to conduct agency business.

#### Applicant must have:

Must successfully pass a Fit for Duty Test

### CONDITIONS OF EMPLOYMENT

Background check with state and Federal law enforcement agency required. Selected applicants must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as

specified in agency policies. Must submit and receive negative results for random testing of same. The employee must have a valid North Carolina Driver's License. Must be able to pass a post-offer physical examination. Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause. Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

**EMPLOYEE BENEFITS PACKAGE:**

- Competitive pay with periodic Cost of Living Adjustments (COLA)
- Zero-cost Health, Dental, Vision, Life Insurance, Short-Term Disability (Employee only)
- Retirement plan with 100% employer matching
- Paid Vacation/Sick/Personal leave
- 13 Paid Holidays
- Winter break (2 weeks w/leave)
- Spring Break (for Head Start)
- Paid professional development training
- Education assistance
- Auto mileage reimbursement for official travel
- Employee discounts
- Bragg Mutual Credit Union Membership