



EXTERNAL JOB POSTING

Posting Date: April 29, 2021
External Application Closing Date: Until Filled

- Job Title:** Food Resource Developer
- Department:** Development
- Reports To:** Executive Director
- Hourly Range:** \$21.00 - \$25.00 (Starting)
- Hours:** 40 Hours per Week; Primarily Daytime
- Benefits:** Medical, Dental, Short Term Disability, Long Term Disability and Life Insurance, 401 (k) Plan, generous Vacation, Sick and Holiday Leave
- Job Summary:** The Food Resource Developer is responsible for the active solicitation and procurement of donated food primarily within the Food Bank's eight-county service region. This position works closely with operations staff to ensure optimal relations with current and prospective food donors.

PRIMARY DUTIES:

- Develop, implement and report on, annual marketing plan to guide solicitation efforts, steward donors and achieve goals.
- Cultivate existing food donors via visits, training, phone calls, paper and electronic communication in an effort to strengthen donor engagement and achieve food donation goals.
- Identify and solicit prospective food donors via in-person visits, phone calls, paper and electronic communication in an effort to achieve food donation goals.
- Work with food donors to ensure quality standards for food donations are met.
- Facilitate meetings, subcommittees and work groups to enhance food sourcing strategy, forecasts and distribution plans.
- Other duties as assigned and/or outlined in the current Food Resource Developer job description.

QUALIFICATIONS

- Bachelor's Degree in marketing or related field or equivalent combination of education and experience
- Interest in hunger issue or related social services
- Strong communication, interpersonal and persuasion skills
- Strong organization skills and an attention to detail
- Ability to work independently, exercising initiative and sound judgment
- Ability to work as a team with various staff members
- Computer proficiency including experience with Microsoft Office
- Possess and maintain a valid driver's license and reliable transportation (position requires regional travel)

Candidates interested in applying should submit an application and resume to: Executive Director, Second Harvest Northern Lakes Food Bank, 4503 Airpark Boulevard, Duluth, MN 55811, info@northernlakesfoodbank.org.

Second Harvest Northern Lakes Food Bank is an Equal Opportunity Employer
Second Harvest Northern Lakes Food Bank is a Drug and Alcohol Free Workplace