



Second Harvest Northern Lakes Food Bank Job Description

Job Title: Food Resource Developer

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.

Reports to: Executive Director

Classification: Non-Exempt

Essential Functions:

1. Keep up to date on industry trends, read and have working knowledge of Feeding America manual(s) and information contained on "Hunger Net" related to the Food Resource Developer position.
2. Cultivate positive relations with food donors, agencies, program participants, Food Bank staff, volunteers and other constituents.
3. Develop, implement and report on, annual marketing plan to guide solicitation efforts, steward donors and achieve goals.
4. Facilitate meetings, subcommittees and work groups to enhance food sourcing strategy, forecasts and distribution plans.
5. 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.
6. Identify and solicit prospective food donors via visits, phone calls, paper and electronic communication in an effort to achieve food donation goals.
7. Work with food donors to ensure quality standards for food donations are met.
8. Work closely with operations staff to identify donor trends, ensure timely pick up, delivery and acknowledgement of product donations as well as accurate report of product receipts.
9. Facilitate regular contact with operations staff to identify donation trends and maintain optimum relations with food donors.
10. Work with Operation Director and operations staff to implement efficient pick-up and delivery routes satisfying donor requirements and optimizing food donations.

11. Work closely with the Program Director and program staff to identify donors and agencies suitable for agency enablement and partnership.
12. Serve as the donor contact for agency and volunteer enabled programs and work closely with program staff to ensure training, implementation and reporting standards are met by agency enabled partners.
13. Work with Agency Relations Coordinator and agencies to identify underutilized and needed food items as well as identify potential partnerships.
14. Solicit non-food items and/or in-kind donations.
15. Ensure adequate records for donor files are maintained and up to date including paper files and information kept in Ceres 5 and/or other databases.
16. Receipt and acknowledge all food donations and assist Operations Director with donor receipting/acknowledgements as needed.
17. Report monthly donation statistics, solicitation activity and trends to Executive, Operations and Program Directors by 12th of each month.
18. Represent the Food Bank in associations, organizations, tradeshow directly related to strengthening sourcing strategy and/or relations with food donors.
19. Work with the Food Bank's marketing firm to develop solicitation and/or other needed materials as well as recognize food donors for their support of our Food Bank in external communications.
20. Host industry tours of the Food Bank with current and prospective food donors raising awareness of its mission, programs, the agencies and people it serves.
21. Cultivate positive internal communication environment and promote effective communication to ensure staff are informed of external Food Bank solicitation initiatives.
22. Other duties as assigned by the Executive Director.

Qualifications Required:

- 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)

Qualifications Preferred:

- Knowledge of, or experience in, the food industry
- Knowledge of non-profit programming
- Connection to NE Minnesota and NW Wisconsin business/food related community

In instances of a federal, state or locally declared emergency, Second Harvest is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Revised 4/26/21