



JOB DESCRIPTION

JOB TITLE: Food Donor Specialist

REPORTS TO: President & CEO (temporary)

STATUS: Full-Time

HOURS: Monday-Friday as scheduled, Weekends as needed

PRIMARY FUNCTION:

Manages food donor relationships and food sourcing activity. Responsible for establishing and maintaining relationships to position the EIF as the partner of choice for surplus product donations throughout the 18-county service area.

SECONDARY FUNTION:

Administrative duties include bookkeeping and accounts payable work as assigned.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Build and manage relationships with manufacturers, distribution centers, retailers and other sources.
- Maintains accurate and up-to-date donor information in all systems.
- Review and update annual Food Sourcing Plan.
- Communicates with Feeding America to ensure activities comply with quality standards.
- Manage the Retailer's Against Hunger Program (RAH), including but not limited to:
 - Develop and maintain program SOPs
 - Maintain key contact information
 - Monitor activity
 - Work with development to recognize retail donors
 - Provide personal follow-up and recognition
 - Oversee MealConnect platform to coordinate and document retail store donations
 - Oversee RAH Agency training and activity, coordinating with Partnership Services
- Develop staff training to ensure program standards.
- Collaborates with involved staff to problem-solve any issues concerning donations, pickups, deliveries, and/or receiving of product.
- Ensures food sourcing activities and practices comply with all Federal, State, EIF, Feeding America and grant requirements, recordkeeping and reporting.
- Maintains effective and positive working relationships, communicating and delivering information in a professional, accurate and timely manner.
- Prepares reports and presents information required by staff, and Feeding America.
- Work with Development team when needed for recognition and promotion of events.
- Participates in special events, as needed.
- Represents EIF at conferences and special events, as directed.
- Other duties and projects as assigned

QUALIFICATIONS:

Skills, Education, and Experience

- Associates or Bachelor's Degree, plus at least 2 years of purchasing, distribution or supply chain experience, or equivalent combination of education and experience.
- Prior food bank and/or sales experience are a plus.

- Ability to prioritize and organize tasks, meet deadlines, and multi-task effectively.
- Excellent communication and interpersonal skills with the ability to develop and maintain strong community partnerships.
- Ability to effectively present information and speak to groups of individuals.
- Proficiency in Microsoft Office, including Excel, Outlook and Word.
- Accurate typing and data entry skills.
- Ability to work well with others and independently