# Georgia Mountain Food Bank

Job Description

**Title:** Retail Sourcing/Procurement Coordinator

**Department:** Development

**Reports To:** Executive Director/ Director of Operations

**FLSA Status:** Exempt/Full-time

# Summary

The Retail Sourcing/Procurement Coordinator collaborates with the Executive Director and Director of Operations and is responsible for building and maintaining relationships with retail partners to acquire food and resources that can be distributed to the community in support of Georgia Mountain Food Bank’s mission. The Retail Sourcing Coordinator also looks for opportunities to increase retail donations while strengthening existing donor and agency relationships.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

* Solicit donations, maintain, and strengthen existing relationships while troubleshooting and problem-solving complex situations.
* Investigate, mitigate, and resolve issues that may arise between retailers and GMFB partner agencies.
* Perform quarterly contacts with retailers and partner agencies and provide documentation of visits.
* Immediate attention must be made to all calls and correspondence from retailers and partner agencies as the rescue of food and customer service are our top priority.
* Educating retailers’ staff on maximum donations and food recovery programs while maintaining both company standards.
* Examine regional donation data through various reporting platforms. Make recommendations based on data and supply chain trends.
* Create, review, and distribute reports and maintain existing data spreadsheets, charts, and graphs, with an action plan where applicable.
* Utilize donation data to determine a retailers donation pattern and contact retailer and or agency if there is a change in the pattern.
* Train new retail partners on GMFB policies and procedures.
* Train enabled agencies on various retail policies, procedures, and reporting.
* Conduct annual training/policy updates, to include an overview of the enabled MOU (Memorandum of Understanding) and Program Manual to ensure adherence and compliance.
* Emphasize that retailers and agencies adhere to food safety standards.
* Participate in Feeding America and other conference calls and training as needed.
* Collaborate with GMFB Warehouse and Partner Agencies to ensure the timely pick up of planned donations.
* Work with Agency Service Coordinator to determine which agencies are appropriate for participation in the Retail Enabled Program based on proximity to retailer, agency capacity and distribution schedules.

**Skills & Competencies**

To perform the job successfully, an individual will demonstrate teamwork, commitment, written and verbal communication and organizational skills. This position requires attention to detail, time management and ability to prioritize. This position requires energy, enthusiasm, and a flair to work hard to achieve ambitious targets. Ability to think, research, and multitask are extremely important.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* MS Office Suite, especially Word, Excel, Outlook mail and calendaring
* Donor Database, Donor Perfect experience preferred
* Internet savvy, particularly in areas of research
* Strong intrapersonal, writing, and communication skills
* Ideally from Gainesville, GA, or surrounding area, with familiarity of donor community

**Education and/or Experience**

* Bachelor’s Degree preferred, or equivalent combination of education and experience
* Experience in food industry sales, customer service, business development, retail sales, procurement, or similar roles
* Experience in driving for results and steering relationships to achieve established goals
* Demonstrated experience in successfully managing relationships with vendors and/ or other external partners in growing revenue or steam lining processes
* Must demonstrate a track record of collaborating with internal colleagues to support and serve our clients.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Noise level moderate
* Usually works in office setting
* Frequently works on site events, expos, etc.

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**