



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Food Sourcing Representative

About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 330 nonprofit partners at more than 700 sites. Second Harvest is pursuing innovative efforts to increase access to food resources, as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit www.SHFB.org

About the Position

The Food Sourcing Representative will join a collaborative and high-functioning Food Sourcing Team which is responsible for sourcing 69 million pounds of food in FY2016-17. In this position you will focus on growing the Grocery Rescue program by coordinating efforts of donors and nonprofit agencies to increase product donations to expand the supply of nutritious food.

Duties and Responsibilities

- **Program Management:** Manage existing donors and execute a plan to identify and cultivate retailers while educating them on the benefits of donation. Coordinate direct pick-up program with local food pantries and soup kitchens.
- **Project Management:** Develop and execute donor recognition events, training sessions, marketing materials and systems of computerized recordkeeping.
- **Training:** Conduct workshops and provide ongoing training to retailers and agency partners to increase donations and successfully distribute food and capture data for tracking purposes
- **Food Safety:** Ensure Second Harvest's continued adherence to AIB Food Safety Standards.

This job might be for you if:

- You are excited to partner with others to rescue food and reduce waste.
- You have strong analytical and organizational skills with a demonstrated ability to independently plan and carry out activities to meet specific goals and timelines.
- You are energized by connecting with people at all levels of an organization one-on-one as well as speaking to large gatherings to educate people on the local hunger problem and inspire them to contribute to ending local hunger.
- You have excellent communication and collaboration skills to drive change.

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Qualifications:

- Bachelor’s degree from an accredited college or university
- Five or more years experience in sales, marketing and/or donor engagement
- Outstanding verbal and written communication skills
- Proven analytical and creative problem solving abilities, along with the skills to manage information and data from various sources.
- Strong project management skills with the ability to work under pressure, balance competing priorities and consistently meet deadlines.

Reports To:	Senior Manager of Food Sourcing
Location:	4001 North First Street, San Jose, CA
Hours:	Full-time, Exempt. Position is based in San Jose and requires regular travel in Santa Clara and San Mateo counties.
Compensation:	Competitive salary commensurate with experience. Generous health benefits, Flexible Time Off (FTO), ten paid holidays and excellent retirement savings plan.

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EOE

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