



Care and Share Food Bank for Southern Colorado

Division/Department: 30-Operations

Location: Colorado Springs

Job title: Food Resource Coordinator

Reports to: Food Resource Manager

Status:
Hourly

Type of position:

- Full-time
 Part-time
 Contractor
 Intern

Hours: 25hrs/week

- Exempt
 Nonexempt

Position Summary:

Responsible for stewarding and cultivating food donors, primarily retailers in Colorado Springs and Pueblo to position Care and Share for strategic growth. This position is responsible for securing new food donor relationships and growing current food donor relationships. Coordinates local and national level retail donation programs and the relevant accounts for those donors. May solicit new donors with strategic direction from the Resource Manager. Serves as an advocate for Care and Share to promote positive/productive relationships.

Duties and Responsibilities:

- Provides professional, responsive and appreciative customer service to all food industry partners, donors, and co-workers
- Work with the Resource Manager to identify and foster relationships with Southern Colorado food retailers in an effort to secure more food, funds, and volunteer resources to support the mission of Care and Share
- Conduct face to face visits, meetings, and presentations with current and prospective donors to secure donated food and grocery products
- Create and routinely implement a visitation plan for retail cultivation which allows food donors to clearly understand donation opportunities, grow donations, and maintain strong retail food donor relationships
- Work directly with donors to resolve quality issues
- Work closely with food rescue ambassadors/volunteers to ensure coverage and communication with retail donors
- Works with staff and volunteers to resolve donor pick up problems
- Create store donation tools, to be used when visiting retail grocery stores or cultivating potential food donation sites
- Utilize donor tracking systems, run donor reports, track trends and volume
- Maintain excellent account management of all local food retail donors
- Maintain accurate files and appropriate tracking to allow for consistent follow-up, analysis of retail donor activity, and increased donations
- Recognize food donors and corporate partners in external communication pieces. (Newsletter, website)
- Serve as backup to the Resource Manager in execution of duties relating to Ceres, Choice, and other food procurement systems
- Performs all other duties as assigned

Work experience requirements:

- Excellent organizational skills
- Excellent interpersonal and communication skills
- Ability to adapt quickly to ever-changing organizational circumstances and needs and work well with a variety of people
- Ability to supervise and motivate volunteers and donors to assist Care and Share in meeting our mission

- Outstanding follow-through skills
- Valid Colorado Driver's License
- Strong command of Microsoft suite of programs (Excel, Word, Outlook, Publisher, PowerPoint)
- Exceptional written and verbal communications skill set
- Customer service experience

Reviewed by:

Date:

Employee Signature:

Date:

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.