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**JOB OPENING**

**I. JOB TITLE: Food Donor Coordinator**

Reports to: Director of Partnerships

Location: Birmingham, AL

Salary Range: $37,000 - $39,000 annually, plus benefits

Type: FTE

**II. JOB FUNCTION**

The Food Donor Coordinator will act as a goodwill ambassador to develop positive, long-term relationships with retail grocery stores and community partners in support of a food donation program. This program is responsible for 50% of the Community Food Bank’s annual food supplies. The aim of this position is to increase overall food donations from retail grocery stores and strengthen the collaboration among grocery stores, the Food Bank and community partners.

**III. BACKGROUND**

The Community Food Bank of Central Alabama is a nonprofit, tax exempt charity. We feed people in need today and foster collaborative solutions to end hunger tomorrow. We accomplish this mission by supplying 10 million meals a year to 230 food pantries, shelters and children’s programs in 12 counties of Central Alabama.

We also directly serve specific populations vulnerable to hunger. For example, we deliver groceries to seniors’ doorsteps, provide meals to children at risk of hunger during school breaks, and offer healthy foods to patients facing chronic illness. For easy access, we deliver to key locations like schools, senior housing facilities, medical clinics and more. Together we’re feeding over 80,000 people at risk of hunger per month.

**IV. DUTIES AND RESPONSIBILITIES**

* **Customer Service:** Collaborate Food Bank Drivers and Operations Team to ensure the highest customer service to our store donors. Monitor community partners participating in the program to ensure a high level of customer service to store donors.
* **Logistics:** Coordinate drivers’ daily routes and weekly donation pick up schedules. Match stores with Food Bank drivers and/or multiple community partners. Manage the online preventative maintenance schedule for a fleet of refrigerated vehicles.
* **Training**: Create a store donation toolkit/presentation for each retail chain, to be used when visiting stores and reviewing program guidelines with store staff members. Provide training to community partners participating in the Retail Store Donation Program highlighting how to engage and cultivate store donors and food safety.
* **Planning:** Develop a plan to target stores with high donation growth potential. Implement a store visitation plan and accompany Food Bank drivers on routes to store donors, personally following up with store staff members from all departments.
* **Communication:** Foster reliable and consistent communication with retail store staff members by sharing the impact of their donations and working collaboratively with the Food Bank’s operations team to solve issues that may arise with each targeted store. Create and maintain a key contact data base and supervise the Food Bank’s donation receipt process.
* **Relationship Building:** Cultivate long term, positive relationship with key retail store staff members through site visits and store meetings. Host meetings, tours and volunteer opportunities for store personnel at the Food Bank. Develop and implement a store donor acknowledgement program, personally following up to recognize retail donors. Foster positive, constructive relationships with community partners participating in the store donation program.
* **Reporting:** Responsible for timely monthly donation reports to ensure stores receive tax credit for their contributions. Maintain the Food Bank’s equipment library. Provide weekly activity report on donor visits and store-level interactions at staff meetings.
* **Food Safety:** Collaborate with team members to respond to food recalls and assist with the monitoring of the Food Bank’s comprehensive food safety plan.
* **Team Collaboration**: Collaborate with the Food Bank’s Agency Relations staff to manage community partners participating in the Store Donation Program. Collaborate with public relations and communication colleagues on donor recognition and grant reporting. Collaborate with operations team on donation program logistics.
* Demonstrates a pleasant, professional and helpful attitude at all times.
* Other duties as assigned.
* Local travel is required.

**V. QUALIFICATIONS**

Education and Experience

* Bachelor’s degree from an accredited college or university.
* Experience in the retail grocery industry or public relations is a plus.

Skills and Abilities

* Excellent customer service and relationship building/interpersonal skills.
* Excellent communication skills (written and oral).
* Ability to self-start, work independently as well as work effectively in a team.
* Strong problem solving skills in a team approach.
* Outgoing and communicative by nature.
* Proven ability to motivate others and foster an energizing, cooperative environment.
* Capable of maintaining multiple accounts including completing follow up correspondence on a consistent basis.
* Strong organizational skills with an attention to detail and accuracy.
* Proficiency using databases and Microsoft Office Professional Suite.
* Pursue tasks with a sense of urgency.
* Valid Alabama driver’s license and vehicle insurance.

**VI. DESIRED QUALIFICATIONS**

* Personal and professional values aligned with the Food Bank’s dual mission (1) to feed people in need today and (2) foster collaborative solutions to end hunger tomorrow.

**VII. ESSENTIAL PHYSICAL REQUIREMENTS**

* Ability to process information through a computer system.
* Ability to communicate with diverse constituents and staff.
* Ability to read, count and write to accurately complete all documentation.
* Ability to lift 30 pounds.
* Ability to drive motor vehicles.
* Ability to work varied hours/days to oversee responsibilities.

**VIII. APPLICATIONS**

To apply, please submit all of the following: **application**, **cover letter**, **resume** and a **writing sample** as soon as possible to [jobs@feedingal.org](mailto:jobs@feedingal.org). Applications will be reviewed on a rolling basis until the position is filled.

Download applications from <https://www.feedingal.org/how-we-help/about-us/job-openings/>

Writing samples may include a letter, email, press release, creative writing, brochure, power point presentation, or term paper. The writing sample should not exceed two pages.

The Community Food Bank of Central Alabama is an equal opportunity employer and provider. EEO

For more information visit [www.feedingal.org](http://www.feedingal.org).   
This job description does not constitute a contract. Thank you for your interest!