

Position Overview

Food Resource Developer

Marion Polk Food Share is the regional food bank bringing people together to end hunger and its root causes in Marion and Polk Counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion Polk Food Share is ***“Bringing people together to end hunger and its root causes in Marion and Polk counties, because no one should be hungry.”***

At the Food Share, our commitment is to:

- *Treat all people as our neighbor*
 - *Encourage creativity and be willing to take risks*
 - *Listen first and seek to understand*
 - *Focus on shared goals*
 - *Celebrate diversity, ensure dignity and act equitably*
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Statement of Purpose: We at the Food Share promote a local presence to enrich the communities we serve. To accomplish this goal, this position provides exceptional customer service and a positive experience for members of the public who join with us to end hunger. The Food Resource Developer plays an essential role in engaging the community in addressing food insecurity through resourcing donated, nutritious food.

Summary of Role: The Food Resource Developer is responsible for creating and supporting partnerships that foster food donations to Marion Polk Food Share and the communities we serve. This position develops a solicitation strategy for donations and coordinates logistics and processing of donations with Food Share warehouse staff. The Food Resource Developer also leads communications with community food partners on the impact their donation has on the Marion Polk Food Share mission and the people we serve.

Core Areas of Responsibility

- *Identifies, develops and maintains relationships with food partners in the community.*
 - *Develops resources to maintain a consistent food donation program.*
 - *Retains community partners by providing excellent service and recognition.*
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This position has no supervisory responsibilities but will provide leadership, guidance and training to staff, donor partners and/or volunteers.

Areas of Responsibility, Evaluation and Essential Functions:

- **Identifies, develops and maintains relationships with food partners in the community.**
 - Identifies target community food partners in processing/manufacturing and farmer/grower industries, creates and maintains a key contact data base.
 - Calls on community food partners in support of the food donation program, coordinates regular donor visits and manages an onsite visitation plan.
 - Advises team on how to best expand partnerships with local farms and food manufacturers.
 - Hosts quarterly Food Resource Advisory Committee meeting with community partners that have expertise in the food industry, agriculture and local business.
 - Builds and maintains food donor relationships. Sources new donors, restores donor relationships, maintains existing donors.
 - Provides each food industry category with a guideline for donation, including a summary of items we can and cannot accept, the Food Donation Good Samaritan Act and what the Food Share can provide to the donor.
 - Utilizes food donations and food drive relationship opportunities to educate widely, early and often about food insecurity in our community.
- **Develops resources to maintain a consistent food donation program.**
 - Develops innovative ways to create food production projects utilizing facilities and resources of community food partners.
 - Manages offsite frozen storage inventory and keeps product at a minimum by working closely with Volunteer & Repack Supervisor, frozen donation partners, Oregon Food Bank Food Resourcing team and others.
 - Coordinates with warehouse team, Oregon Food Bank and neighboring Regional Food Banks when large donation offers are made that exceed local capacity.
 - Assesses inventory levels of staple food categories to determine products to source through donation resourcing.
 - Regularly updates food resourcing tracking tools, Marion Polk Food Share Board Reports (as needed), grant reporting and other reports as assigned.
 - Works closely with Programs team to determine community food needs and utilizes feedback and information from community to influence sourcing plans.
 - Emphasizes sourcing healthy and culturally appropriate foods.



- **Retains community partners by providing excellent service and recognition.**
 - Demonstrates a pleasant, professional and helpful demeanor at all times.
 - Monitors and reports donation progress to owners, directors, supervisors, managers, program coordinators and employees, where applicable.
 - Responds within a 24-hour period to all donation offerings and assists with food drive barrel requests, as necessary. Works with Logistics Supervisor to give the donor a timeframe in which their donation will be picked up.
 - Provides personal follow up or recognition to community food partners.
 - Works with Communications colleagues to recognize community food partners, where applicable (food bank newsletter, website, direct mail, etc).
 - Hosts annual food donor appreciation event.
 - May attend quarterly Oregon Food Bank Network meetings. In-state travel may be required.
 - Other duties as assignedⁱ

Education and/or Experience; Certificates/Licenses/Registrations:

- 4-year degree or equivalent experience in sales and marketing to retail customers preferred.
- Must have current ServSafe certification and Food Handler's card or the ability to obtain them within 30 days of employment.
- Experience in quality assurance, purchasing, outside sales, transportation/logistics and/or in the retail grocery industry, preferred.
- Experience in warehouse/distribution processes, inventory systems and of food safety desired.
- Must possess valid Oregon driver's license and auto insurance.
- Must pass pre-employment drug screen and full background check, including driving record check.

Necessary Knowledge, Skills and Abilities:

- Excellent written and verbal communication skills.
- Ideal candidate will be a self-starter, with excellent interpersonal and relationship building skills.
- Must possess strong, external customer focus.
- Capable of consistently maintaining multiple accounts, including scheduling of visits, follow up correspondence and other duties related to account management.
- Ability to prioritize, multi-task and follow through on assigned projects.
- Willingness to travel within Marion and Polk counties and occasionally outside of Marion and Polk counties or the state.
- Proficient in Microsoft Office suite and demonstrated experience with databases required.



- Passionate about the mission of Marion Polk Food Share or addressing hunger and poverty in our community.
- Values diversity, equity and inclusion. Ability to work with diverse populations.
- Demonstrated organizational and project management skills.
- Grant-writing experience is a plus.
- Event planning experience.

Job Conditions:

Work may be performed at a work station, in a warehouse environment or at retail store locations. May occasionally lift, move and carry objects in excess of 30 pounds. During frequent food manufacturer visits, work is subject to varying indoor and outdoor temperatures and road and walkway surface in all seasons. May work or travel out of the local area and work outside normal working hours, such as evenings and weekends, on occasion. Work in excess of 40 hours per week during peak business periods may occasionally be required.

Title	Food Resource Developer	Department	Operations
FLSA	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Starting Salary Range	\$18.54 - \$22.24
Status	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Hours Per Week	40
Reports to	Director of Food Resourcing and Warehouse Operations	Date of Last Revision	8/27/2020
Alternate Title(s)	Food Resource Coordinator	Grade	H
Employee Signature			
Supervisor Signature			
HR Signature			

ⁱ This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The Food Share has the right to revise this job description at any time. The job description is not a contract for employment.

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.