



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Food Sourcing Manager

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 320 nonprofit partners at more than 850 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 Manager will strengthen existing donor relationships as well as identify and develop new donor relationships to increase food donations. The focus will be on securing a wide variety of high-quality and nutritious food to best serve low-income individuals in Santa Clara and San Mateo Counties.

This job might be for you if:

- You have exceptional communication and written skills
- You are self-motivated and can execute projects with little oversight
- You are a team player, and able to collaborate across organizational departments
- You are professional and thoughtful in communicating with external partners as well as colleagues
- You enjoy perusing and building new partnerships with key companies and businesses
- You have a strong eye for detail especially when reviewing data and reports
- You are adaptable to meet new organizational goals and are willing to shift to meet needs
- You follow through on tasks and projects
- You take pride in working towards a bigger goal that supports the entire organization

Duties and Responsibilities:

- Manage and strengthen existing partnerships with donors to increase donations
- Develop strategies to enhance a consistent donated food supply throughout the year
- Identify and cultivate new food manufacturers, distributors, wholesalers, growers, packers, and food processors
- Monitor industry trends and apply findings to plans and strategies
- Analyze trends, growth, decreases, and provide supportive data for necessary reports

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- Educate donors about the Food Bank’s mission, and the business value and benefits associated with donation
- Collaborate with other departments to support and create collateral materials to engage food donors and reinforce the vision to end hunger in our community

Qualifications

- Bachelor’s degree from an accredited college or university
- Five or more years of experience in sales, marketing, purchasing and/or donor engagement activities preferred
- Outstanding verbal and written communication skills
- Excellent computer skills in Microsoft Office
- Database management experience preferred
- Ability to comfortably speak in front of others about the Food Bank’s mission
- Strong project management skills with the ability to organize, plan, and execute independently, while balancing competing priorities to meet deadlines
- Demonstrates flexibility of routine and pace of activity due to unpredictable demands without loss of efficiency or composure
- Manages difficult situations, both in person and on the telephone
- Ability to influence, work proactively and effectively to build consensus among cross-functional teams and external partners
- Must complete and obtain Managerial level food safety certification
- Ability to work flexible hours and travel during the day throughout San Mateo and Santa Clara Counties
- Possession of a valid California driver license and a clean DMV record
- Willingness to drive a personal and company vehicles, as necessary; Compensation for personal vehicle business mileage will be reimbursed at standard IRS rates

Reports To:	Senior Manager, Food Sourcing
Location:	TBD (San Carlos or San Jose)
Hours:	Full-time, Exempt. Regular schedule with occasional evenings and weekends.
Compensation:	Salary commensurate with background and experience. Outstanding and generous health and dental benefits program, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and retirement plan.

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