



## Strategic Procurement Manager

- **Are you an experienced leader in food chain supply chain or purchasing management?**
- Do you have a firm belief that no individual in Alameda County should go to bed hungry?
- Are you ready to be a part of one of the Bay Area's top nonprofits' — and a nationally recognized leader in hunger relief — mission towards a more nourished Alameda County?

If you immediately said, "That's me!", the Alameda County Community Food Bank could be looking for *you* as our next **Strategic Procurement Manager!**

The Strategic Procurement Manager leads strategy implementation for Alameda County Community Food Bank's food sourcing and storage. This critical position is responsible for identifying new procurement opportunities, inbound inventory flow control, and managing solicitation and procurement of community donations. The Manager oversees the sourcing and qualification of vendors, maintains donor data in the ERP system, and ensures all inbound product adheres to nutrition program guidelines. As a member of the Food Bank's Operations Department, the Strategic Procurement Manager reports to the Director of Procurement & Supply Chain, manages the Food Resource Coordinator, and collaborates with teams across the organization to support the execution of our strategic plan and initiatives.

Alameda County Community Food Bank is a well-established and multi-faceted organization, which has been at the forefront of hunger relief efforts for 35 years. As one of the most efficient direct-impact organizations in the country, few nonprofits are as well-respected — or have a bigger impact on the community — as us. We are a dedicated group of mission-driven people who serve 1 in 5 county residents and will provide enough food for 30 million meals this year. But that barely scratches the surface of all our work. We're changing lives ... we're forward thinkers who encourage innovation ... we're proud of our work ... and we're having fun doing it!

With our new strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power, and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at [www.accfb.org](http://www.accfb.org).

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Required Competencies

- 5+ years' experience in a food industry supply chain management or purchasing role.
- 5+ years' experience managing production, inventory control, shipping/receiving; demonstrating ability to adapt processes and procedures to meet organizational needs.
- Experience motivating, training, and supervising at least one direct report.
- Significant experience in vendor management; proven negotiation skills and ability to meet deadlines.
- Strong customer service orientation – both organizational, interpersonal. Ability to develop and maintain collaborative and professional relationships.
- Clear and effective communicator; excellent presentation and writing skills; experience with public speaking.
- Exceptional attention to detail and experience keeping accurate records on complex programs.
- Strong computer skills (Excel, Outlook, Word) including expertise with ERP systems. Able to maximize inventory and distribution system effectiveness and analyze data and derive actionable strategic insights.
- Strong troubleshooting and problem-solving skills; solution-oriented critical thinker.
- Ability to work both independently and in a collaborative setting with constant interruption.
- Valid CA Class C Driver's License and insurable driving record. (Personal vehicle not required.)

### Preferred Qualifications

- Food banking experience or experience with produce or other dynamic inventory.
- Experience in a mission-driven, community-based, or nonprofit organization with a variety of stakeholders and deeply rooted values.
- Advanced certification in Six Sigma, Lean, or similar approaches to operations management, a plus.

### **PERSONAL ATTRIBUTES AND VALUES**

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Influencer who builds strong relationships and cares deeply about people development and commits time and energy to coaching, mentoring, and developing team members.
- Possesses cultural competence and is committed to diversity, equity, and inclusion; is diplomatic, comfortable with ambiguity, and thrives in dynamic, hard-working environments.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation toward innovation and process improvement.

### **PHYSICAL REQUIREMENTS**

This work is in an office environment. Physical activities necessary in the performance of this job: sitting for prolonged periods, mobility to move throughout the food bank in performance of duties. Ability to communicate in clear speaking voice in person and over the phone. Ability to use a computer.

### **COMPENSATION AND BENEFITS**

This is a full-time, exempt position working Monday – Friday, 7:00 a.m. to 3:30 p.m. (7.5 hour workday, 1 hour unpaid lunch break). The non-negotiable starting salary is \$89,500 per year. We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield HMO or PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 15 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and access to an interest, service fee and credit requirement-free short-term loan program after six-months on staff.

**If you meet these qualifications and want to join our mission, please send your resume and answer the application questions on our Careers page located at <https://www.accfb.org/careers/>**

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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