



DIRECTOR OF FOOD SOURCING

POSITION INFORMATION

| | | | |
|----------------------|----------------------------|--------------------|--|
| Position Type | Full-Time, Regular, Exempt | Reports To: | VP of Operations & Programs |
| Department | Operations | Supervises: | Food Rescue Coordinators, Supply Chain Coordinator |

SAN DIEGO FOOD BANK MISSION, VISION AND VALUES

All San Diego Food Bank employees are expected to act responsibly, guided by our mission, vision and values at all times.

Mission Statement

To provide nutritious food to people in need, advocate for the hungry and educate the public about hunger-related issues.

Vision Statement

To end hunger in San Diego County!

Values

- **WE SERVE:** We believe the success of our mission is intertwined with the success of those we serve, and our approach is rooted in empathy and understanding for all facing food insecurity. We stand ready to serve and embrace all who come our way with equity, dignity, and respect.
- **WE EMBODY INTEGRITY:** Our commitment to integrity guides everything we do. We hold ourselves to the highest standards of ethical behavior striving to earn and maintain the trust of those we work with and serve.
- **WE CREATE SYNERGY:** We bring people together to advocate and work for change. Together, we create a network of support that amplifies our impact and enables us to empower an even greater number of our valued stakeholders.
- **WE LEAD:** We strive to create a diverse and inclusive culture that fosters leadership and innovation where positive change is embraced and all stakeholders are encouraged and supported to reach their full potential.
- **WE DEMONSTRATE MOXIE:** We're not afraid of a challenge. We adapt to change and quickly pivot to meet the evolving needs of our community. We find solutions to overcome obstacles and demonstrate persistence and perseverance in attaining our mission.
- **WE PUT SAFETY FIRST:** Our commitment to safety is paramount. We understand that to be effective and efficient, we must keep safety and personal responsibility for safety at the core of all operations. We always look out for one another and for those we partner with and assist.



POSITION PURPOSE

The Director of Food Sourcing leads and oversees all food sourcing activities at the San Diego Food Bank, ensuring a diverse, nutritious, and reliable inventory of both purchased and donated food to meet community needs. This position is responsible for developing and executing comprehensive sourcing strategies, building relationships with suppliers and donors, optimizing procurement processes, and ensuring compliance with food safety and grant requirements. The role directly supervises Food Rescue and Supply Chain Coordinators and collaborates across departments to align sourcing efforts with organizational goals and community impact.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. All duties are expected to be performed in accordance with existing company policy and procedure. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strategic Sourcing & Procurement

- Develop and implement a holistic food sourcing strategy encompassing purchased, donated, rescued, and grant-funded food, aligned with the Food Bank's mission and strategic priorities.
- Represent Food Sourcing on the Leadership Team, participating in annual strategic planning, quarterly strategic progress, and monthly meetings.
- Set annual food sourcing goals aligned with nutrition standards, community demand, budget, and grant deliverables.
- Lead negotiating efforts and analyze sourcing trends, pricing, and partner behavior to inform strategic decisions, maintain high nutritional value, and improve cost-effectiveness.
- Collaborate with Finance to manage food purchasing budgets, grant allocations, and food valuations.
- Establish and monitor key performance indicators (KPIs) to evaluate the effectiveness, efficiency, and impact of sourcing activities.
- Establish annual and ad-hoc purchasing budgets in collaboration with Finance and Programs.
- Lead ongoing reporting of sourcing performance, trends, and budget utilization in coordination with Programs and Finance teams.

Leadership & Supervision

- Supervise and support the Food Sourcing team, who conducts food purchasing, food drives, food rescue coordination, and related grant implementation.
- Foster a culture of accountability, innovation, and mission-aligned sourcing.
- Provide guidance, development, and support to staff to maximize team performance and engagement.
- Update food sourcing related SOPs and training materials to improve processes within the team and cross-departmentally.

Donor and Vendor Relations

- Cultivate and manage relationships with food donors, vendors, growers, cooperatives, manufacturers, retailers, and distributors in coordination with the Community Engagement Manager.
- Plan and oversee high-volume food drive coordination (e.g., National Letter Carriers).
- Expand local and regional partnerships to support sustainable sourcing and nutrition goals.
- Coordinate closely with the Development team and the Community Engagement Manager on strategic food donations, grants, and cultivation of high-value donor relationships.



Cross-Department Collaboration

- Work closely with Warehouse, Inventory, Transportation, and Programs teams to forecast needs, align supply with demand, and ensure smooth operational flow.
- Collaborate with Nutrition and Programs teams to ensure food quality and culturally responsive choices and actively participate in the Food Bank's Nutrition Policy Committee.
- Serve as a key contributor to disaster preparedness and response planning related to food supply chain.

Compliance & Reporting

- Ensure all sourcing practices meet food safety standards, regulatory compliance, and grant requirements.
- Partner with Finance, Development, and Data teams to maintain accurate records, dashboards, and reports.
- Act as SB1383 Liaison with City, County and State officials, ensuring legislative compliance and good standing with local authorities.
- Be an active member of external groups pertaining to food sourcing and food recovery for the Food Bank.
- Support audits, monitoring visits, and grant documentation needs.

IDEAL CANDIDATE

The ideal candidate is a strategic, collaborative leader with strong experience in food sourcing, procurement, or supply chain management—ideally within a nonprofit or mission-driven organization. They are skilled in vendor and donor engagement, budget oversight, and using data to inform decision-making. This individual values nutrition equity, community partnerships, and continuous improvement, and thrives in a fast-paced environment with evolving community needs.

SKILLS, KNOWLEDGE & ABILITIES

KNOWLEDGE OF:

- Food supply chains, procurement best practices, and food rescue operations
- Commodity markets, pricing trends, and regional agriculture
- Food safety regulations, cGMP, and SB1383 requirements
- Budget development and financial controls
- ERP/inventory platforms (e.g., Primarius)
- Nonprofit operations, grant compliance, and donor stewardship

ABILITY TO:

- Lead cross-functional teams and mentor staff
- Build and maintain vendor and donor relationships
- Translate data into strategic decisions
- Prioritize competing tasks and deadlines in a dynamic environment
- Develop and maintain budgets and forecasts
- Communicate effectively across organizational levels
- Represent the organization with professionalism and mission alignment



EDUCATION, TRAINING & EXPERIENCE

A typical way of obtaining the necessary education, training, and experience for this position includes:

- Bachelor's degree in Supply Chain, Business Agriculture, Nutrition, or a related field.
- Minimum 7+ years of experience in food procurement, supply chain, or logistics, with at least 5 years in a supervisory or leadership role.
- Demonstrated experience managing budgets, contracts, and strategic sourcing.
- Nonprofit or food bank experience, a plus.

LICENSES, CERTIFICATES, SPECIAL REQUIREMENTS

- Valid CA Driver's License

SCHEDULE

A typical schedule for this position includes:

- Monday - Friday
- Hours: Typical schedule will align with core business hours of 7:00 AM – 3:30 PM
- Occasional overtime, late nights, or weekend shifts, based on business needs.
- Working from the North County location in Vista roughly 2 times per month preferred.

RESPONSIBILITY & AUTHORITY

FINANCIAL:

This position will have financial responsibility related to:

- Food purchasing budgets
- Grant-allocated food spending
- Budget utilization and reporting
- Vendor contracts and cost control

PHYSICAL JOB REQUIREMENTS – OFFICE BASED EMPLOYEES

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPOSURE:

Employees work under typical office conditions with moderate noise levels but are also required to drive a personal or company vehicle, exposing them to varying weather conditions and road hazards



EQUIPMENT USED:

Computer, printer, phone, desk, copy machines, scanners, fax machine, postage machine, and typical office equipment, as well as a personal or company vehicle, GPS/navigation devices, mobile phone, and any other tools necessary for remote work or travel

ESSENTIAL PHYSICAL TASKS

(see analysis of physical demands on next page)

ANALYSIS OF PHYSICAL DEMANDS

Key is based on a typical week

N = Never

R = Rarely (less than 1 hour per week)

O = Occasional (1%-33% of the time)

F = Frequent (34%-66% of the time)

C = Constant (over 66% of the time)

| Activity | Frequency | | | | |
|--------------------------|-----------|--------|------------|----------|----------|
| | Never | Rarely | Occasional | Frequent | Constant |
| Lifting/Carrying | | | | | |
| Under 10 lbs. | | | | x | |
| 11-20 lbs. | | | | x | |
| 21-50 lbs. | | | | x | |
| 51-100 lbs. | x | | | | |
| Over 100 lbs. | x | | | | |
| Pushing/Pulling | | | | | |
| Under 10 lbs. | | | | x | |
| 11-20 lbs. | | | | x | |
| 21-50 lbs. | | | | x | |
| 51-100 lbs. | x | | | | |
| Over 100 lbs. | x | | | | |
| Driving | | | | | |
| Automatic Trans | | | x | | |
| Standard Trans | x | | | | |
| Other | | | | | |
| Keyboard/Ten Key | | | | | x |
| Fine Dexterity | | | | | x |
| Grasping/Holding | | | | | x |
| Repetitive Motion | | | | | |
| Hands | | | | | x |
| Feet | | | | x | |
| Twisting/Turning | | | | | |
| Reach over shoulder | | | x | | |
| Reach over head | | | x | | |
| Reach outward | | | x | | |
| Climb | | x | | | |
| Crawl | | x | | | |
| Kneel | | x | | | |
| Squat | | x | | | |
| Sit | | | | | x |
| Walk – Normal Surfaces | | | | | x |
| Walk – Uneven Surfaces | | | x | | |
| Walk – Slippery Surfaces | | | x | | |
| Stand | | | | | x |
| Bend | | | | | x |



EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received and reviewed the job description for the position of stated above at the Jacobs and Cushman San Diego Food Bank. I understand the duties and responsibilities outlined in the job description and agree to perform them to the best of my ability.

I confirm that I have read and understand the job description and agree to the terms outlined above.

Employee Name: _____ Employee Signature: _____ Date: _____

Manager Name: _____ Manager Signature: _____ Date: _____