

Job Posting – Procurement Specialist

Purpose:

Reporting to the Director of Development, the Procurement Specialist is a key member of the development team responsible for ensuring service excellence to the community through corporate partnerships procuring the support of food and consumer products, financial sponsorship and the coordination of provincial and national initiatives.

This position will monitor trends in the food industry looking for opportunities for community participation in the work of the organization, and the Food Assistance Network.

The short-term focus of this role will change from year to year, as priorities of The Food Bank change, and will be detailed in the annual work plan.

Duties & Responsibilities

Food and Consumer Product Procurement

- Execute annual food acquisition and distribution plan.
- Work closely with Operations Manager and Manager, Network Programs & Planning to ensure appropriate service levels (product in and out) to member agencies and food programs (local and HUB) based on guidelines and service requirement benchmarks.
- Complete research on potential food donors & food industry trends looking for opportunity and innovative approaches.
- Coordinate all food and product procurement from the food industry in Waterloo Region.
- Coordinate all food and product procurement from the food industry in South Western Ontario, in partnership with Ontario Association of Food Banks and Food Banks Canada.
- Develop and maintain all food industry relationships.
- Monitor all local food collection initiatives (i.e. store bin program).
- Recommend and implement improvements/expansion to local food collection initiatives.
- Coordinate and grow retail food programs:
 - Work in partnership with provincial/national partners to implement and build these programs where applicable.
 - Research other retail opportunities.
 - Monitor collection totals.
 - Develop and maintain relationships with store personnel.
 - Monitor staff performance and effectiveness through bi-annual ride along.
- Develop and coordinate agricultural projects (i.e. Food Link, Produce Purchase, Networking with local producer groups, etc.).

Sponsorships

- Develop and implement programs aimed at securing corporate sponsors.
- Responsible for achieving annual financial revenue targets as per approved budget.
- Coordinate with Development Team on corporate philanthropy opportunities; assist with proposal writing, proposal preparation and submission as needed.
- Complete research on potential donors looking for opportunity and innovative approaches.
- Coordinate and participate in meetings with prospective and current corporate sponsors.
- Make introductions and recommendations for beneficial alliances and partnership opportunities for The Food Bank among our corporate and distinguished partners.
- Prepare and distribute progress reports to senior management and the development team.
- Working with development team members, develop and maintain up-to-date promotional materials for corporate sponsorship such as brochures, web copy and other informational pieces.
- Support the development of social media messaging and content to support annual plan.

Administration & Donor Relations

- Track and measure all product related statistics (product in and out, trends, product type, donor reports and detailed agency reports) related to food procurement.
- Maintain accurate records in the database, including call logs and develop a system for regular follow-up and communication with donors (using Raisers Edge).
- Provide monthly food donation statistical reports and donor recognition reports.
- Create and regularly update solicitation materials including donation impact information for use in retail store programs and corporate donor calls.
- Working with Director of Development, develop and implement an annual donor recognition strategy.
- Effectively communicate and share information with the Ontario Association of Food Banks and Food Banks Canada regarding food and product procurement.
- Provide exceptional customer service to member agencies, food programs, donors and other stakeholders.
- Communicate product priorities and requirements, successes and obstacles at weekly team meetings.
- Represent The Food Bank at various community events and networking opportunities.

Qualifications:

- Bachelor's Degree or other relevant post-secondary education.
- Previous experience in the food industry and understanding of government regulations (safe food handling) is an asset.
- Experience and understanding of warehouse management, transportation and logistics.
- Demonstrated success in relationship building and management as in Sales or CRMMS Office (Word, Excel, Power Point, Outlook).
- Previous experience in not-for-profit fundraising.
- Understanding of Raisers Edge or other contact management database.
- Highly organized with ability to successfully multi-task and meet deadlines
- Strong customer service orientation.

- Strong interpersonal skills and demonstrated excellence in written and oral communications skills
- Demonstrated examples of strategic thinking and impact as well as analytical and problem solving skills.
- Strong computer skills
- Ability and willingness to travel

Time Requirements

The Food Bank is open to the public Monday – Friday 8:30am – 4:30pm.

This position has flexible hours and requires extensive travel throughout South Western Ontario and the GTA.

It is expected that all team members will be prepared to work flexible and sometimes irregular hours to ensure that the objectives of the organization and our commitments to volunteers, members and the community are being met.

The Food Bank of Waterloo Region provides employees with a flexible and progressive benefit package which accommodates for hours worked above and beyond and strives to address the personal time needs of each employee.

Physical Requirements

- Occasional walking (indoor and outdoor)
- Frequent sitting and computer operations
- Reading data and input, product counting
- Some lifting - moving things in and out of vehicles/buildings
- Regular travel

To apply please forward your resume and cover letter indicating salary expectations no later than February 28, 2018 to:

**Human Resources - The Food Bank of Waterloo Region
50 Alpine Court
Kitchener, ON N2E 2M7
hr@thefoodbank.ca**

**No telephone calls, please.
Only those candidates selected for interviews will be contacted.**