



Job Title: Food Sourcing & Retail Donation Manager
Status: Full Time, Salaried/Exempt
Department: Operations
Starting Salary: \$65,000
Reports to: Director of Operations
Date: July 17, 2025

SUMMARY OF RESPONSIBILITIES:

The Food Sourcing & Retail Donation Manager plays a critical role within the Food Sourcing Team at River Bend Food Bank (RBFB), directly contributing to the mission of alleviating hunger by rescuing surplus food and securing donations to support the distribution of over 17 million meals annually. This multifaceted position combines direct donor engagement, strategic food sourcing, and program oversight, making it a unique and rewarding opportunity for someone passionate about food security.

The role is responsible for cultivating, managing, and expanding relationships with retail grocery stores, food manufacturers, distributors, and government partners to position RBFB as the preferred recipient of surplus food donations across its service area. Additionally, this role supervises the Retail Donation Coordinator and manages both the Retail Store Donation Program and other procurement activities, including donations, purchases, and government programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Retail Donation Management

- ! Develop and implement visitation plans to engage retail grocery partners through regular (3–4 days per week) in-person visits using a RBFB vehicle.
- ! Educate store personnel (managers, department leads, and receivers) on donation guidelines and program benefits.
- ! Attend store-level meetings and training sessions to promote donation engagement.
- ! Maintain and update a key contact database for all donor relationships.
- ! Ensure seamless coordination between stores, agencies, and transportation for scheduled pick-ups.
- ! Utilize Meal Connect to monitor donations, agency reporting, and overall program activity.
- ! Provide personal donor recognition through thank-you notes, calls, emails, and site visits.
- ! Prepare and submit progress reports to Feeding America and other stakeholders as required.

Food Sourcing and Procurement

- ! Secure in-kind food donations from manufacturers, distribution centers, and other partners to meet annual distribution goals.
- ! Monitor Feeding America's Choice system and participate in national bidding sessions for surplus product opportunities.
- ! Manage government food procurement programs through the Iowa and Illinois Departments of Human Services and other partner food banks.
- ! Evaluate and manage food purchasing decisions to support specific programs (e.g., Backpack, TANF, grant-funded initiatives) by balancing purchase cost, utility, and freight.

Program Oversight and Strategic Planning

- ! Collaborate with Programs staff to forecast product needs based on seasonal trends and partner input.
- ! Work with Marketing to promote and recognize donors in publications and community outreach.
- ! Ensure data accuracy through timely entry and maintenance of donor information in relevant systems.
- ! Assist in developing long-term strategic goals and budgets for the food sourcing program.
- ! Ensure compliance with all federal, state, Feeding America, RBFB, and grant requirements.
- ! Coordinate with the Director of Operations to address logistical challenges with donations, transportation, and receiving.

Leadership & Reporting

- ! Directly supervise the Retail Donation Coordinator, including hiring, training, and performance management.
- ! Provide weekly activity and performance reports to senior leadership.
- ! Represent RBFB at conferences, events, and community functions as needed.
- ! Support special events and public engagement efforts to build awareness and strengthen partnerships.

Core Competencies & Attributes

- ! Strong relationship-building and communication skills.
- ! Knowledge of inventory management and logistics is preferred.
- ! Ability to analyze data and make informed sourcing decisions.
- ! Professional, mission-driven, and results-oriented.
- ! Comfortable working independently and collaboratively in a fast-paced environment.

QUALIFICATIONS

- ! Bachelor's Degree, plus at least 5 years of purchasing, distribution or supply chain experience, or equivalent combination of education and experience.
- ! Solicitation or sales experience is a plus.
- ! Demonstrated success developing and implementing material requirements planning (MRP).
- ! Proficiency in Microsoft Office, including Excel, Outlook, and Word.
- ! Strong project management skills in complex, multifaceted projects resulting in measurable successes and operational efficiencies.
- ! Ability to prioritize and organize tasks, meet deadlines, and multi-task effectively.
- ! Excellent communication and interpersonal skills with the ability to develop and maintain strong community partnerships.
- ! Ability to effectively present information and speak to groups of individuals.
- ! Ability to work well independently in a team environment.
- ! Accurate typing and data entry skills.
- ! Passion to support the mission of the organization and to help end hunger in our area.
- ! Ability to travel frequently throughout the Foodbank's service area, including out-of-town and overnight travel required for professional development opportunities.
- ! Ability to work flexible hours, as needed, occasionally outside of regular business hours.
- ! Ability to successfully complete a pre-employment criminal background investigation and drug test.
- ! Possession of a valid driver's license and insurable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to feel and speak and hear. The employee frequently is required to stand or sit, walk, and reach with hands and arms. The employee is occasionally required to bend, stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds.

Specific vision abilities required by this job include the ability to regularly read from a computer or electronic device, and to frequently operate a motor vehicle.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions during work-related travel. The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGMENT

I have read this job description and fully understand the information. I accept the requirements of the position and will perform all duties and responsibilities to the best of my ability.

I understand that this Job Description does not create a contract of employment, and the River Bend Foodbank can modify any or all of the terms and conditions listed in this Job Description at any time. I acknowledge that my employment is at-will and that my employment can be terminated at any time, with or without notice and for any lawful reason or no reason. No employee of the River Bend Foodbank has the authority to alter the at-will status of my employment except as expressly authorized by the President & CEO.

Employee Signature

Date