



DONATION COORDINATOR

COMPANY OVERVIEW

Founded in 1982, Feeding Tampa Bay is the largest food rescue and distribution organization in the community, serving a food-insecure population of more than 700,000 people in a 10-county area of West Central Florida. Feeding Tampa Bay recovers surplus food donations from local farmers, retail stores, manufacturers, and community food drives and distributes it to those in need through a network of over 500 partner agencies. Last year alone Feeding Tampa Bay supplied 46 million pounds of food, or 38 million meals, to those in need. The mission of Feeding Tampa Bay is to provide food assistance to hungry individuals and families in the Tampa Bay region and to lead our communities in initiatives against hunger.

SUMMARY

This position provides support and assistance to the Procurement Department. The Donation Coordinator is directly responsible for the development and retention of food donation accounts with local sources. This includes securing increased food donations from local donors, such as manufacturers, wholesalers, distributors and grocery retailers.

JOB OVERVIEW

Contact: Kat Agresta

Email: kagresta@feedingtampabay.org

Phone: No phone calls accepted

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cultivate currently active local food donors with the implicit goal of receiving more pounds per donation and more frequent donations.
- Conduct relationship building visits to each donor site on a regular basis.
- Develop and manage retention programs to include thank you notes, site visits and other means of recognition.
- Provide personal follow up for food donors ensuring excellent customer service is given to all.
- Collaborate with Operations team to coordinate transportation and other logistics for food donations.
- Support Retail Store Donation Program by conducting store visits to retail donors to train store personnel on donation guidelines and expand donated categories.
- Manage partner agencies including training and monitoring donation reporting.
- Maintain a key contact database.
- Provide weekly activity report on donor visits and retail store-level interactions.
- Demonstrate a pleasant, professional and helpful attitude at all times.

Minimum Qualifications: Bachelor's degree or equivalent combination of education, training and experience in the food industry or resource development. Experience in sales preferred. Outgoing personality and ability to initiate and enjoy direct communication with donors and potential donors. Ability to understand and organize detailed information with the ability to solve problems and show initiative. Strong written and oral communication skills. Exercise strong external customer focus and willingness to travel locally. Willingness to work some weekends and/or adjust work schedule to meet deadlines. Generous sense of humor required.

Interested applicants: Send resume and contact information to kagresta@feedingtampabay.org