



DONATION COORDINATOR

COMPANY OVERVIEW

Feeding Tampa Bay food bank is a hunger relief organization who feeds the 700,000 hungry in West Central Florida. Feeding Tampa Bay is committed to building community awareness and creating an efficient food distribution network in a 10 county area.

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. Responsibilities include securing increased food donations from local donors, such as manufacturers, wholesalers, distributors and grocery retailers. Additional activities include tracking, evaluation and recognition of food donors and other duties as assigned.

JOB OVERVIEW

Email: kagresta@feedingtampabay.org

Phone: No phone calls accepted

Employee Type: Full-Time, Non-Exempt

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.

EDUCATION and/or EXPERIENCE

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. Highly motivated and energetic. Ability to understand and organize detailed information with the ability to solve problems and show initiative. Outstanding interpersonal skills and the ability to work well with a variety of personalities. Capable of maintaining multiple accounts including completing follow up correspondence on a consistent basis. Demonstrated ability to work independently. Experience using Microsoft office (Outlook, Word and Excel) including database management. Commitment to understanding and supporting FTB's mission. Work closely with management to keep projects and tasks moving forward. Ability to prioritize work activities and use time efficiently. Exercise strong external customer focus. Willingness to work some weekends and/or adjust work schedule to meet deadlines. Willingness to travel. Generous sense of humor required.