



POSITION DESCRIPTION

POSITION TITLE: Procurement Coordinator
REPORTS TO: Procurement Manager
STATUS: Non-Exempt

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 Procurement Coordinator is directly responsible for the development and retention of food donation accounts with local, protein-specific sources. Responsibilities include securing increased food donations from protein donors, such as manufacturers, wholesalers, processors, and distributors. Additional activities include tracking, evaluation and recognition of food donors and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Secure increased protein donations from new and current food donors with the implicit goal of maximizing donation potential.
- Conduct donor research, cultivation, and ongoing stewardship including relationship building visits to each donor site on a regular basis.
- Research and develop food donor prospect list and key contact database.
- Provide weekly activity report on donor visits and interactions including an activity/phone log.
- Meet quota of monthly “out in the field” sales calls.
- Keep in regular contact with ongoing donors for available product.
- 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.
- Manage internal donation tracking, evaluation and goal setting for food donor relationships.
- Participate in strategy and planning with Procurement Manager to ensure cultivation efforts are well-coordinated, executed, and tracked.
- Participate in organizations and associations to build relationships with food industry partners and business community members.
- Work with Communications team to recognize donors where applicable (food bank newsletter, website, social media, etc.).
- Demonstrate a pleasant, professional and helpful attitude at all times.

Other duties and responsibilities as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree or equivalent combination of education, training and experience in the food industry or resource development.
- Meat, seafood, and /or poultry industry knowledge a plus.
- Experience in outside sales with proven results preferred.
- Local travel required including access to reliable personal transportation and possession of a valid driver's license.
- 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.
- Strong understanding of food supply chain processes and challenges preferred.
- Experience using Microsoft office (Outlook, Word and Excel) including database management.
- Commitment to understanding and supporting FTB's mission.
- 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.
- Generous sense of humor required.