



## **Sourcing Manager Job Description**

Location: Irvine, CA

Reports To: Director of Supply Chain

Status: Full-time (Monday – Friday), Salaried/Exempt (\$72,000 - \$79,000 DOE)

Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 15 + Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan paid by employer. Employee Assistance Program.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank that's exactly what you'll be doing. Every moment of your workday will directly impact our mission to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

We are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship** in pursuit of our mission.

### **About Second Harvest Food Bank of Orange County**

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all.

Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security for all members of our community when they need our help.

### **POSITION DESCRIPTION:**

Reporting to the Director of Supply Chain - the Sourcing Manager will manage the department to reach Second Harvest's food procurement goals. Develop strategic and innovative food industry partnerships to create sustainable food recovery programs. Work with major donors throughout the supply chain at the local, statewide, and regional levels.

### **ESSENTIAL JOB FUNCTIONS:**

- Manage Sourcing team to source donations from food industry partners.
- Responsible for the cultivation and development of new donors within service area by utilizing and maintaining key stakeholder relationships across our service area and Feeding America's network.
- Develop, implement, and manage departmental goals and objectives to align with organization's Food Plan goals and initiatives.
- Work collaboratively with Operations, Logistics, and Programs & Services staff to ensure that food acquisition strategies align with strategic direction.
- Steward existing donors within service area with product acquisition representatives through appropriate engagement activities, including visits, communications, and recognition programs.
- Host food industry, members visits and tours.
- Ensure food safety compliance per Feeding America and AIB requirements.
- Manage Sourcing Team's Rescue Programs; Grocery Rescue and Foodservice Rescue (PPFP)
- Oversee the daily operations of the two Farms, Harvest Solutions and Founders Farm.
- Meet with, train, present to and engage donors on program guidelines, new initiatives, and Second Harvest's mission and values.
- Manage "USDA My Plate" guidelines and strategies for growth while adhering to budget and nutrition policy.
- Maintain strong relationships with Feeding America's Food Sourcing team.
- Manage food purchasing programs within an approved annual budget and within terms of contract where applicable.



- Manage employees including performance management, administration, training and development, workflow, and organizational planning, hiring and placement.

#### **REQUIREMENTS:**

- Minimum 2-years of experience in the food industry, food procurement a plus
- High level of communication skills; professional and diplomatic ability to converse among multiple departments.
- Public speaking skills and ability to represent Second Harvest to donors, constituents, and the media.
- Proven success in sales and cold calling.
- Proven success in development and leadership of team members.
- Understanding of budget management.
- Executive function and discernment; ability to make high-level decisions within the scope of the department or in absence of senior leadership.
- Analytical skills and ability to run technical reports and draw insight to lead decision making
- Technical skills; Proficiency with Microsoft Office Suite
- Experience in agricultural industry or food distribution programs highly desired

#### **PROFESSIONALISM:**

- Displays leadership qualities, initiative, and autonomous decision making.
- Able to compose detailed, informative, and diplomatic written communications to donors and other staff.
- Able to maintain a positive attitude and diplomatic demeanor while working with individuals of diverse personalities, cultures, and age groups.
- Able to take direction, follow procedures and instructions, possess the ability to work independently, diligently, and take initiative with minimal need for oversight.
- Must be self-directed and possess the ability to manage multiple projects and competing priorities while maintaining high levels of performance.
- Able to represent self and Second Harvest in a professional manner through dress, speech, and demeanor both internally and externally.

#### **PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

- Ability to lift 25-50 pounds
- Driving throughout Orange County
- Extended periods of sitting to meet with clients and to work at desk on phone and computers
- Indoor office environment and warehouse environment with moderate noise at food bank location

*Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer*

To apply, visit <https://feedoc.org/careers/>