



Job Description

JOB TITLE:	Food Donor Coordinator
REPORTS TO:	Donor Relations Manager
STATUS:	Full-Time Exempt
HOURS:	Monday-Friday as scheduled; Weekends as needed.
SUPERVISORY ROLE:	No
NO. OF DIRECT REPORTS:	0
TRAVEL REQUIRED:	40-50%

PRIMARY FUNCTION:

Manages food donor relationships and food sourcing activity. Responsible for establishing and maintaining relationships to position EIF as the partner of choice for product donations throughout the service area.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Build and manage relationships with manufacturers, distribution centers, retailers and other sources.
- Maintain accurate and up-to-date donor information in all systems.
- Review and update annual Food Sourcing Plan.
- Ensure activities comply with quality standards established by Eastern Illinois Foodbank, Feeding America, Feeding Illinois, and others where applicable.
- Manage the Retailer's Against Hunger Program (RAH), including but not limited to:
 - Develop and maintain program SOPs
 - Maintain key contact information
 - Monitor activity
 - Ensure retail donors are appropriately recognized
 - Provide personal follow-up and recognition
 - Oversee MealConnect platform to coordinate and document retail store donations
 - Coordinate with Partnership Services to ensure RAH agency onboarding and activity
- Develop staff training to ensure program standards.
- Collaborate with involved staff to problem-solve any issues concerning donations, pickups, deliveries, and/or receiving of product.
- Ensure food sourcing activities and practices comply with all Federal, State, EIF, Feeding America and grant requirements, recordkeeping and reporting.
- Prepare reports and presents information required by staff and Feeding America.
- Participate in special events, as needed.
- Represents EIF at conferences and special events, as directed.

Other:

- Demonstrate a commitment to the mission and values of Eastern Illinois Foodbank
- Other duties and special projects as assigned

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 functions.

- Working condition may vary between controlled temperatures in an office-environment and non-regulated high temperatures in the warehouse
- Sitting and standing for long periods, walking intermittently
- Office-type as well as warehouse environment with regular use of basic office equipment (i.e., computer, printer, phone system, copy machine/scanner, projector, etc.)
- Occasionally lift or move up to 20 pounds
- Ability to stand, walk, sit, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop or kneel, crouch or crawl, talk or hear, and taste or smell
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- The noise level in the work environment is moderate to severe.
- While performing duties of this job, the employee may be exposed to wet or humid conditions, extreme cold or heat; and general outside weather conditions.

QUALIFICATIONS:

Competencies, Education and Experience

- Associate or Bachelor's Degree or a minimum of 2 years of purchasing, sales, distribution or supply chain experience, or equivalent combination of education and experience.
- Prior food bank and/or sales experience are a plus.
- 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 partnerships.
- Ability to effectively present information and speak to groups of individuals.
- Proficiency in Microsoft Office, including Excel, Outlook and Word.
- Ability to work well with others and independently

EXPECTED HOURS TO WORK:

This role is considered full-time exempt and is not eligible for overtime. Work schedule is from Monday thru Friday as scheduled with occasional weekend and evening hours. Personal transportation is required for all weekend and evening events.

JOB DESCRIPTION ACKNOWLEDGEMENT:

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The CEO has exclusive rights to alter this job description at any time without notice. The job description does not imply nor create a guarantee of employment and/or an employment contract of any kind. I understand that my employment with the Eastern Illinois Foodbank is at-will. The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing the listed functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these job functions.

I have read and understand the position expectations and job functions. I verify that I have received a copy of my job description by the signature below. As an employee of Eastern Illinois Foodbank, I understand the duties and

responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Printed Name

Signature

Date

Manager Signature

Date

Eastern Illinois Foodbank provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.