

**Food Sourcing Associate
Food Bank of Siouxland**

Classification: Full-time, exempt

Reports to: Associate Executive Director

Job Summary: This position is responsible for increasing current and finding new food sources to support the Food Bank of Siouxland's mission of leading Siouxland in the fight against hunger.

Duties and Responsibilities

- Support organizational goals & objectives to secure food for our member agencies
- Communicate with Feeding America food banks with similar positions to ensure quality standards, evaluate needs, assist coordinating and report donations to develop standard operating procedures
- Work with fellow staff members on invoicing, reporting transportation and donor communications
- Able to manage time to ensure donor and organizational needs are addressed with a sense of urgency
- Provide professional, responsive and appreciative customer service to all partners, donors & coworkers
- Coordinate the aspects of community food drives
- Coordinate with agencies to set up, manage existing and increasing enabled pounds
- Development, coordination and reporting of food rescue program
- Develop educational information & tailored material for potential and current donors
- Maintains and tracks donor records, acknowledgements and recognition program
- Collaborates with Operations staff on transportation and logistics needed for handling donations
- Provides status reports on food donor activity
- Responsible for monitoring and development of donor to agency connections
- Work with members of Warehouse, Relationships and Executive teams
- Participates in fundraising events
- Attend food safety classes and receive ServSafe certification. Keep certification current. Assist in developing and maintain food safety procedures for donors and agencies
- Stay certified in Food Resources training through Feeding America
- Other duties as assigned

Requirements

- Bachelor's degree in Sales, Business, Non-Profit Management or related
- Two years of sales, marketing or development experience preferred, non-profit knowledge a plus
- Honesty, integrity and a strong belief in the mission of the Food Bank of Siouxland
- Exceptional customer service skills and excellent verbal and written communication skills
- A high level of organization and attention to detail
- Proficient in donor management systems and Microsoft Office
- Team player with excellent interpersonal skills
- Ability to handle sensitive and confidential information
- Self-motivated, strong time management skills and ability to multi-task and to work independently
- A sense of humor and a positive attitude

Evaluation:

An annual performance review of the Food Sourcing Associate shall be conducted by the Associate Executive Director

Compensation:

Salary is commensurate on experience. The Food Sourcing Associate will receive benefits as outlined in the Employee Handbook.

Updated August 2025