



Ottawa Food Bank
La Banque d'Alimentation d'Ottawa

Coordinator, Food Acquisition and Partnerships

Are YOU...

A people person who makes connections effortlessly? Fueled by a passion for strengthening partnerships? Slightly obsessive when it comes to delivering an exceptional customer /donor experience? Excited about cross-functional collaboration? Curious about solutions to address food insecurity? Inspired to help make a difference in our community?

If so, keep reading!

ABOUT THE OTTAWA FOOD BANK

The Ottawa Food Bank is a respected social service agency with a mission to collect and distribute food to its network of agency partners, who in turn serve clients in need throughout the city. Established in 1984 to fight community hunger, the Ottawa Food Bank has been serving the community's most vulnerable people with respect and dignity, providing healthy, accessible, and sustainable food for all.

We are recruiting a full-time Coordinator, **Food Acquisition and Partnerships** to join our team!

As the Coordinator, Food Acquisition and Partnerships, you will be at the forefront of our mission, building corporate partnerships and positive relationships within the food industry. Your work will directly impact our ability to source and distribute essential food items to those in need. Join us in making a lasting impact on the community we serve.

POSITION SUMMARY

Reporting to the Manager, Community Engagement and Partnerships the Coordinator, Food Acquisition and Partnerships leads the Ottawa Food Bank's food acquisition and key corporate relationships.

The Food Acquisition and Partnerships Coordinator secures and stewards donations of food and funds from within the food industry and across key corporate partnerships.

The Food Acquisition and Partnerships Coordinator develops and implements a food industry and partner development strategy, including cultivation, recruitment, activation, fulfillment, and stewardship.

As a key member of Communications and Development team, the Food Acquisition and Partnerships Coordinator works collaboratively across several teams and the food bank network facilitating partner growth and retention.

MAJOR RESPONSIBILITIES

Relationship Building and Partnership Development:

- Cultivates, nurtures, and builds positive relationships across the food industry, including grocery retailers, corporate sustainability teams, and food manufacturers.
- Works closely with district managers, franchisees, store managers, and other community and corporate food entities to increase engagement and ensure sustainability of food donations.
- Works closely with the Operations team and the Manager, Community Engagement and Partnerships to support the development and execution of food sourcing strategies, including the coordination of food offers, store visits, fulfillment, stewardship, and reporting.
- Identifies and initiates new food industry and corporate partner relationships, including developing ways to further engage food donors, supporters, and partners of the Ottawa Food Bank through prospecting, recruitment, and cultivation.
- Participates in and supports the organization of campaigns, activities, and initiatives with companies, community groups, and corporate partners, including supporting point-of-sale campaigns, employee giving, and partner led food and fund drives.
- Collaborates with Ottawa Food Bank staff, provincial associations, affiliate food banks and others to identify and prioritize food, fund, and product donations that are consistent with Ottawa Food Bank's strategic plan and annual goals.
- Responds to corporate and supplier inquiries about gifts of food. Identifies and escalates potential donor and partnership opportunities to appropriate team members.
- Collaborates with the Communications and Development team and the Operations team to plan and execute signature food drives and partnerships, such as *Fill the Plates*, *Thanks For Giving*, and *Food Sort Challenge*.
- Delivers presentations and participates in speaking engagements and donor meetings to increase food acquisition and support partner engagement, growth, and retention.
- Organizes and supports food and fund drives with local grocery retailers and with the food industry.

Other Duties:

- Coordinates and supports regular Customer Relationship Management data entry and reporting, including monthly reports and other ad-hoc reports.
- Responsible for food acquisition and partner information management including data entry, deliverable reporting, fulfillment/stewardship tracking and soliciting feedback from partners.
- Develops effective stewardship and reporting practices to support program results.

KNOWLEDGE AND COMPETENCIES

- Knowledge of food industry operations at the retail and corporate levels.
- Solid understanding of food security issues and the role of the food industry in addressing them.

- Excellent skills in relationship building, sales, or fundraising and/or client facing experience (i.e., prospect identification, qualification, cultivation, solicitation, stewardship, inside sales and cold calls).
- Excellent interpersonal and communication skills.
- Able to present to audiences effectively and comfortably.
- Able to effectively manage and organize multiple projects and priorities while maintaining high levels of customer service.
- Excellent problem-solving skills, with the ability to adapt to changing circumstances or priorities.
- An understanding of Canada Revenue Agency guidelines related to gift acceptance and receipting, and the Association of Fundraising Professional's Donor's Bill of Rights is an asset.
- Proficiency in MS Office and familiarity with CRM software. Experience with Raiser's Edge is an asset.

EXPERIENCE

Experience in sales, prospect identification, qualification, cultivation, solicitation, relationship management and stewardship, inside sales and cold calls. Food industry experience is an asset.

EDUCATION AND OTHER REQUIREMENTS

Completion of post-secondary degree or diploma in sales, fundraising, business administration or a related field.

Travel within the City of Ottawa area is regularly required. A "G" level driver's license and regular access to a vehicle are required.

PHYSICAL AND MENTAL REQUIREMENTS

The work is varied and can be stressful at times due to deadlines, competing priorities, and the need to balance the needs of multiple stakeholders and partners. The pace and volume of work can be high at times.

LANGUAGE REQUIREMENTS

Excellent English language skills (verbal and written) are required. The ability to speak and/or write in French is an asset.

SALARY

Salary is commensurate with experience. The salary range for the position is \$55,000 - \$75,000 with a hiring range of \$55,000 - \$65,000 annually. The Ottawa Food Bank also offers a comprehensive benefits package.

HOW TO APPLY

In your cover letter please tell us what makes you an ideal candidate for this position and why you want to join the Ottawa Food Bank.

We believe in diverse perspectives and unique experiences, and we welcome applicants from different paths and backgrounds. If you're passionate about this position but don't meet every qualification, we encourage you to still apply!

At the heart of our values, the Ottawa Food Bank is committed to fostering diversity and inclusivity in our workforce. We actively encourage applications from individuals of all backgrounds, including those with disabilities, and members of the 2SLGBTQI+ and BIPOC communities.

In our commitment to accessibility, the Ottawa Food Bank provides accommodations for persons with disabilities throughout the entire recruitment process. If you require accommodation, please inform your recruiter, and we will ensure that your needs are met.