

Food Sourcing Manager

Worcester County Food Bank works alongside people experiencing hunger, our network of Partner Agency food pantries and meal programs, and community and government partners to understand and address hunger together. We distribute healthy, culturally familiar food to our neighbors and help connect people with food and nutrition benefits that can provide greater stability over the long term. We also strengthen local solutions that improve people's access to food and work to advance local, state, and national policies and systems that address the conditions that cause hunger.

We're working toward a future where everyone has reliable access to the food they need and want.

Job Summary

The Food Sourcing Manager will act as a goodwill ambassador to develop and maintain positive, long-term relationships with food donors in support of the Worcester County Food Bank's mission of ending hunger in Worcester County.

This role manages the Grocery Rescue Program, develops new donor partnerships, coordinates donation pickups, and ensures donors understand food safety and donation guidelines. The Manager also tracks and reports donation activity and collaborates with internal teams and partner agencies.

We strongly encourage people of color, women, LGBTQ+ individuals, people with disabilities, and people with lived experience of hunger and/or poverty to apply. We believe our work is stronger when it reflects the communities we serve.

Responsibilities

- Manage the Grocery Rescue Program, including donor outreach, pickup coordination, and training with both donors and Partner Agencies
- Build and maintain strong, long-term relationships with food donors
- Conduct regular donor visits and provide training on donation guidelines and food safety
- Coordinate with operations staff and partner agencies to ensure timely and efficient donation pickups
- Support and train partner agencies participating in the Grocery Rescue Program
- Maintain accurate donor records and activity reports
- Share the impact of donations with donors and address issues as they arise
- Engage and cultivate prospective donors
- Support cause marketing campaigns and grant opportunities with retail donors in collaboration with other WCFB staff
- Lead training on donation reporting systems with Partner Agencies
- Assist in coordination and hosting of tours and volunteer events for Grocery Rescue and other food donors
- Adhere to all food safety policies and procedures. Promptly report any safety concerns, incidents, or hazards and follow all health and safety requirements.
- Travel locally as required

- Perform other duties as assigned

Qualifications

- Commitment to WCFB's mission
- Associate or bachelor's degree, or equivalent experience (preferably in sales, marketing, or retail)
- Retail grocery and/or Outside Sales in the food and grocery industry experience preferred
- Strong interpersonal and customer service skills
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively
- Strong organizational and problem-solving skills
- Proficiency with databases and Microsoft Office
- Valid driver's license and reliable transportation

Job Details

This position reports to the Director of Operations. It's a full-time, onsite position based in Shrewsbury, MA, with a Monday–Friday schedule from 7:30am – 4:00pm. Please note that the final candidate will be able to discuss any immediate needs for flexibility with the hiring manager as part of the interview or offer process. In addition, we are currently developing updated protocols that may allow for greater flexibility in the future.

The salary range for this position is \$65,000 - \$75,000 and the status is exempt.

In addition to amazing colleagues and mission-driven work, this position offers

- a retirement plan with employer match
- 80% employer-paid health insurance
- an employer-funded health savings account for those enrolled in the health plan
- dental coverage
- 13 paid holidays
- generous paid time off

Successful completion of a background check, including Motor Vehicle Records check is required as a condition of employment.

WCFB provides essential services to the community during emergencies. This position is considered essential and may be required to work or remain available during emergencies or other disruptions to normal operations.

How to Apply

Please submit a cover letter and resume through email to HR@foodbank.org with the subject line "Food Sourcing Manager"

WCFB is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, religion, or other legally protected status.