

JOB POSTING



Food Partnerships Account Manager

Daily Bread Food Bank is one of Toronto's most recognized non-profit, charitable organizations and is dedicated to ending poverty and hunger in our communities. Daily Bread solicits and distributes millions of pounds of food to individuals and families in immediate need of assistance through a network of over 130 member agencies. For more information, visit www.dailybread.ca.

Job Title:	Food Partnerships Account Manager
Location:	191 New Toronto Street, Toronto, ON, M8V 2E7
Terms:	Permanent – Full time

The Person

You believe in Daily Bread's Mission, Vision and Values and will be an outstanding team leader, a strategic thinker and strong executor. You will bring energy, enthusiasm and come with the ability to build an innovative department with a vision for future growth. You have exceptional management skills and can influence and lead change. You enjoy a challenge and can negotiate and collaborate comfortably. You must be organized, detailed-oriented with strong analytical and problem-solving skills with an on-going focus of achieving organizational goals and objectives. You thrive on working in a diverse environment. You are enthusiastic and flexible.

The Position

The Food Partnerships Account Manager's primary focus is to build food industry partnerships that facilitate the procurement of healthy foods. Daily Bread is committed to providing increased quality and quantity of food to our member agencies and this role will be essential to maintaining this commitment.

Responsibilities

Food Procurement

- Develops the overall strategy, goals and annual plans
- Manage all aspects of the food procurement process, including researching and identifying new sources of food that will increase and complement Daily Bread's distribution and food purchasing plan
- Solicits, cultivates, manages and acknowledges donors with the objective of building strong, sustainable relationships within the food sector
- Manages the relationship, food acceptance, product exchange, cost recovery and reporting between Daily Bread and the Ontario Associations of Food Banks, Food Banks Canada as well as our other partnering distribution centers
- In coordination the Development team; writes grants for designated food related projects/programs when appropriate
- Participates in relevant internal and external committees

Food Donor Relations

- Explores opportunities with food donors to support in-kind giving which may include more than food
- Monitors donor satisfaction and implements the donor recognition matrix
- Supervises development all collateral materials required for food donors
- Review the annual fair market value report for farmer tax receipting
- Participates in internal and external food donor events and activities when appropriate

Reporting

- Prepares, manages annual plan development, ensuring the needs of both the department and the organization are met.
- Develop and implement operational policies, processes and procedures in relation to food procurement
- Formulates metrics, Key Performance Indicators through evaluation of data, establish trends to assist in identifying growth and commitment opportunities
- Provide monthly reports to Senior Management
- Travels across Ontario to meet with potential donors and steward existing ones

Staff

- Supervises the Food Recovery Officer to ensure logistics are coordinated for food donor pick-ups and deliveries, farm tax receipting, food donor stewardship and database management
- Build a plan to hire further staff as needed to meet food procurement targets and objectives, as required and enabled by success in the first 1-2 years

Internal/External Relationships

There is a requirement to have a close working relationship operations & logistics to fulfill donor gifts

Education/Experience (or equivalents)

- Post-secondary education in a relevant field
- 3 years experience in a leadership role
- 5 years experience in an account management/business development role
- Must have valid 'G' driver's licence in good standing and be willing to travel
- Assets:
 - Experience in proposals and grant writing
 - Raisers Edge or similar database experience
 - Non-profit experience
 - Food sector experience

Working Conditions

- Office work will be done at 191 New Toronto Street. There is a requirement to travel both inside and outside the GTA, for both donor solicitation/cultivation, meetings, training or off-site special events
- Some work-from-home options may become available
- Requirement to work some holidays and occasional evening/weekends

Key Competencies

- Experience identifying key opportunities and strategic partnerships that move an organization forward while also building operational capacity
- Proven ability to source, build and maintain donor relationships
- Excellent project management skills with the ability to simultaneously manage multiple projects and competing priorities
- Outstanding communicator and writer
- Demonstrated ability to draft own and interpret others financial budgets
- High level of proficiency with Microsoft Office, experience with Wireless Warehouse In A Box and/or Raiser's Edge software an asset

How to Apply

To be considered, forward a covering letter stating why you are suitable for the role along with your résumé by **January 2nd, 2019** to:

Human Resources
Daily Bread Food Bank
191 New Toronto Street
Toronto, ON, M8V 2E7

email: hr@dailybread.ca
fax: 416-203-0045

Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups.

Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to hr@dailybread.ca or call human resources at 416-203-0050, ext. 228.

*Daily Bread Food Bank thanks all individuals who apply for this position and **will only contact** candidates who are selected for an interview.*