



**Action Pathways, Inc.
Job Vacancy Announcement**

Title	Type	Date Opened
Food Sourcing Coordinator	Full Time/Non Exempt	08/07/2019
Department/Location	Entry	Closing Date
Food Bank/406 Deep Creek Road	\$16.76 per hr.	Open until filled

Required Education & Experience

Bachelor’s Degree in Marketing or related field. Two to four years experience in the food industry, hospitality sales or related field. Must have or be able to obtain ServSafe Certification and Food Resource Certification within first six months of hire.

Conditions of Employment:

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a post employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver’s license with an acceptable driving record and proof of insurance. Must have own transportation.

General Duties and Responsibilities

Employee is responsible for developing and nurturing a strong donor base composed of food manufacturing and retail companies with a goal of obtaining a steady flow of food for the Food Bank.

- Schedule and conduct in person visits, meetings and presentations in a 7 county service area.
- Maintain on going relationships with current donors. Schedule and host industry visits and tours.
- Develop a spreadsheet to record solicitation activities. Prepare reports, track contacts, donations, etc. Acknowledge donation.
- Develop annual solicitation and marketing work plan. Match annual goals to long range strategic plan.
- Prepare and distribute up to date information.
- Maintain professional knowledge by attending workshops, reading publications, etc.
- Assess donor customer satisfaction. Apply feedback to performance. Monitor results.
- Collaborate with peers to strategize logistics and develop new approaches to special events.
- Prepare Choice System Bidding and acceptance, receipting. Present options to Director.

Knowledge:

Applicant must be a self starter, able to work with minimal supervision, accountable for results.

- Must have strong written and oral communication skills. Communicates consistently on the job.
- Must be able to get along well with a variety of personalities and individuals.
- Organizational skills are essential to success in the job.
- Must have proficient computer skills, able to prepare and make electronic presentations, reports, learn program specific software within 90 days of hire.

How to Apply:

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.actionpathways.ngo. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of Human Resource Department.

**An “Equal Opportunity Employer”
Action Pathways, Inc. hires only United States citizens and lawfully
authorized aliens who are in compliance with the
Immigration Reform and Control Act.**