



Greater Lansing Food Bank (GLFB) is seeking an individual for the role of **food sourcing specialist** as a member of our supply chain and logistics team. The position is responsible for implementing new and cost-effective food sourcing procurement strategies and processes along with researching, cultivating, soliciting and stewarding new and current food sourcing relationships.

This is full-time (40 hours weekly), two-year (through September 30, 2025), grant-funded position located in Bath, MI. Permanent placement for the position will be considered following the end of the grant period based on additional funding sources and organizational needs. Work hours are generally during normal 9-5 business hours, Monday through Friday, with occasional evening and weekend hours for meetings and events.

Position Details

Date: October 2023

Title: Food Sourcing Specialist

Classification: Full time (temporary), non-exempt

Duration: This position is grant funded through September 30, 2025

Reports to: Director of Supply Chain & Logistics

Location: Bath, MI

ESSENTIAL FUNCTIONS

Food Sourcing

- Lead the implementation of food purchasing from socially disadvantaged farmers, ranchers, growers and producers in the counties of Clinton, Eaton, Ingham, Gratiot, Isabella and Shiawassee.
- Identify food sources and improve access to culturally-relevant foods for specific populations.
- Collaborate with internal departments to maximize opportunities and periodically work on additional purchasing projects with inventory manager.
- Monitor nutritional content of food acquired to ensure nutrient density.

Relationship Cultivation

- Network and build relationships with growers and referral sources within the seven-county GLFB service area.
- Participate in food industry networks and related events including food shows, association meetings and networking conferences.
- Build increased capacity to source local foods according to grant requirements.

Planning and Coordination

- Actively manage and monitor progress of the grant program outcomes to ensure goals and objectives are achieved according to identified time frames.
- Collaborate with inventory and agency relations staff to review inventory product availability and determine appropriate offerings for partner agencies.
- Coordinate with inventory manager and warehouse to determine product needs and storage availability.
- Collaborate with development and finance teams to ensure grant requirements and reporting are met, including financial and budgeting reports, state funding reports and other special project reports.

QUALIFICATIONS

- Bachelor's degree or equivalent.
- 3+ years results-driven sales or procurement experience, food industry background preferred, or related experience.
- Demonstrated strong customer service skills.
- Intermediate computer skills in Excel, Word, Microsoft Teams, Outlook and PowerPoint.
- Excellent oral and written communication skills; strong people skills; ability to interact with diverse audiences.
- Ability to work independently and be proactive, detail-oriented, organized and results driven.
- Regional travel in mid-Michigan and professional dress required. Must have a valid driver's license and a clean driving record.

Compensation and Benefits:

GLFB offers a competitive compensation package, including medical/dental/vision insurance, 401k, vacation leave, sick leave and paid holidays.

To apply

Please send cover letter, resume and salary requirements to Rebecca Kline, HR manager at rebecca@glfoodbank.org. For additional information, please visit www.glfoodbank.org. Position remains open until filled. EOE. No phone calls please.

About Greater Lansing Food Bank

Founded in 1981, Greater Lansing Food Bank (GLFB) is a highly visible non-profit organization that provides food assistance to individuals and families in need in Clare, Clinton, Eaton, Gratiot, Ingham, Isabella and Shiawassee counties. Food is distributed through specialized services and an extensive network of food pantries, shelters, community kitchens and mobile distributions throughout the seven-county service area.

GLFB is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status and other characteristics that make our employees unique.