



## Community Food Initiatives Food Sourcing and Distribution Manager (2024)

**Job Title:** Food Sourcing and Distribution Manager

**Supervisor:** Executive Director

**Hours of Work:** Average of 37.5 hours/week (1950 annual hours)

CFI trusts employees to manage their scheduled working hours and location in cooperation with their supervisor to accomplish their responsibilities and contribute toward CFI's mission.

**Employment Term:** Year Round (52 weeks per year)

**Compensation:** \$34,125/year (\$17.50/hr) + \$420/month available contribution toward CFI group insurance coverage (\$5,040 annually). Position also includes Paid Time Off and paid holidays.

### **Job Description**

Community Food Initiatives (CFI) works to foster communities where everyone has access to healthy, local food. The Food Sourcing and Distribution Manager increases access to healthy local food through direct distribution and through farm and organizational partnerships, building a mutually beneficial network that supports the local economy and a sustainable, resilient local food system.

This job requires frequent driving/travel within CFI's service area, the ability to regularly lift 50lbs, and willingness to work non-traditional hours (evenings and weekends) on a regular basis. This position requires the individual to be flexible in performing duties, not already listed, to support the mission of the organization.

### **The Food Sourcing and Distribution area of programming includes:**

- Donation Station
- Contract Purchasing
- Grow-A-Row and CFI Farm Production (Vest Plot)

### **General Program Manager Duties**

- Work in cooperation with the Executive Director and as part of the CFI Leadership Team to set programming goals and priorities and actively monitor progress toward those goals
- Respond to opportunities for partnerships, expansions, and program development as they arise and communicate updates and proposals to the CFI team for discussion
- Responsible for data collection and reporting related to program areas
- Create, monitor, and maintain coverage plan and schedule for events and programs
- Train team members and/or volunteers in your program areas
- File all check requests, invoices, and other program administrative documents in a timely and accurate manner in accordance with CFI policies.
- Attend CFI staff meetings, staff trainings, and weekly meetings with supervisor and participate actively in CFI strategic planning.

- Cultivate relationships with food producers, partner organizations and other stakeholders to ensure quality programming
- Assist in securing financial support for programs, including sponsorships, grants, earned income opportunities, and individual donations in cooperation with the Executive Director
- Attend meetings of coalitions and councils related to local food systems to represent CFI
- Represent CFI at various conferences and promotional/educational opportunities
- Assist in planning and implementing CFI events with other program areas as time allows.

**The Donation Station (80%):** Source food from the Athens Farmers Market, Chesterhill Produce Auction, and other local farm and food businesses to distribute to food access partners (e.g. pantries, libraries, health care, meal programs) while investing in the local food system.

- Schedule, plan and run Donation Station events including tables at Athens Farmers Market (AFM) and Chesterhill Produce Auction (CPA), and weekly food distributions
- Train and supervise DS/CFI team including national service members, student interns, workforce trainees, and volunteers and educate them on CFI's mission.
- Directly run events and be point of contact and back up "on call" support for all Donation Station program events in case of questions or troubleshooting
- Complete annual MOUs with food access partners, conduct site visits and collect feedback to inform DS work and ensure meaningful community impact
- Work with farmers and vendors to purchase food based on availability, demand and available resources; make contract agreements with farms and bid at the CPA
- Manage distribution of food to partner organizations including coordinating safe transport and storage of food
- Collect and direct unscheduled donations and requests
- Run weekly DS Team meeting
- Publicize Donation Station activities
- Oversee the organization and maintenance of physical facilities including storage, walk-ins, vehicles, market tents.
- Organize special distributions and sponsored projects as opportunities arise.
- Coordinate with Rural Action's Neighbor Loaves to distribute donated bread and meals from local businesses through CFI and Southeast Ohio Food Bank.
- Maintain comprehensive records, ensure all incoming and outgoing food purchases and donations are weighed and recorded and all donors receive acknowledgements.
- Organize annual Seed Potato Give Away with other CFI team members to provide potatoes for planting and eating to individuals and organizations throughout our region.

**Contract Purchasing (10%):** Build and utilize CFI's established distribution systems and robust network of relationships with farmers, farm markets, and local food businesses to help other organizations purchase and share more locally sourced foods.

- Build strong relationships with pantries and organizations (social services, community centers, PTOs, etc.) that are interested in sourcing more of their food locally
- Respond to inquiries from partners and potential partners for contract purchasing
- Negotiate purchase agreements with partners and maintain ongoing communication to ensure all parties needs are met
- Purchase, pick-up, weigh/log, and deliver/distribute food from farmers markets, CPA, local farms and orchards to contract partners on an agreed upon schedule
- Manage budgeting, invoicing, receipts, documentation with support of Executive Director
- Work with Executive Director to assess impact and potential of contract purchasing program and suggest/explore ways to grow and improve the program

**Grow-A-Row and CFI Farm Production (Vest Plot) 10%** - Recruit and support Community members and farmers to grow food for the Donation Station and partner with an experienced local farm to grow and harvest food on donated farmland.

- Support ongoing development of programs for CFI food production, including analyzing needs, working with stakeholders to ensure CFI is filling a niche rather than competing with local farmers, developing a plan for financial sustainability, and coordinating staffing in cooperation with Appalachian Accessible Food Network partners
- Work in cooperation with local farm partner(s) to plan and plant dedicated CFI plots on their farm(s) annually each growing season
- Provide/arrange ongoing maintenance for growing, pruning, weeding, and harvesting of CFI plots throughout the growing season
- Find opportunities through the farm production project to promote deeper public and organizational understanding of farming, farmers, and local food
- Promote gleaning services to local farmers (Harvest Hotline) and coordinate volunteers to harvest/glean from area farms as opportunities arise.
- Ensure all food is weighed and coordinate safe transport, storage, and distribution of harvested food.

**Link to apply:**

[https://docs.google.com/forms/d/e/1FAIpQLSdwES6LkS8X55t2BPUVW5RZ6SFx2x-z7Zllep k3Nver1j1ffw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdwES6LkS8X55t2BPUVW5RZ6SFx2x-z7Zllep k3Nver1j1ffw/viewform?usp=sf_link)