

Title: Retail Donations Coordinator

Position Summary: Foodshare has a great opportunity for a **Retail Donations Coordinator**. Foodshare's Retail Rescue Program utilizes volunteers to collect over 2 million pounds of food annually from retailers throughout greater Hartford and distribute it to dozens of partner programs serving people in need. The Retail Donations Coordinator manages all relationships with the volunteers, partner programs, and retail stores involved, providing excellent customer service and collaborating with other Foodshare departments as needed. With an emphasis on increasing healthy donations and strengthening relationships, the Retail Donations Coordinator is always looking for new opportunities and ways to improve and expand the program.

Responsibilities:

Coordinate Volunteer Involvement:

- Evaluate, train, and support volunteers and schedule coverage when a pick-up cannot be made.
- Determine volunteer assignments in alignment with needs of retail stores.

Coordinate Partner Program Involvement:

- Work with the Partner Program Team to recruit appropriate partner programs for participation based on capacity and distribution schedules. Make changes to assignments as needed.
- Provide all necessary training and on-going coordination/oversight of partner programs involved in Retail Rescue.
- Provide and maintain adherence to Retail Rescue Program Agreement and work to resolve grievances.
- Attend Partner Program events as needed.

Support Retail Donors:

- Develop and maintain relationships with retail donors.
- Monitor the program to determine the level and frequency of service to each retail location, adjusting as needed.
- Monitor donation levels by category and location to work toward meeting organizational goals.
- Work with the Food Strategy Manager to set and meet goals for quarterly donor visits.
- Attend donor recognition events and deliver annual recognition items to donors.

Education and Experience:

- Associate's Degree in relevant field preferred.
- 3-5 years of experience in the retail or food industry in sales, volunteer engagement, and/or nonprofit collaborations.

Key Skills:

- Proficient in Microsoft Office, particularly with Outlook and Excel.
- Motivated and goal driven, with excellent organizational skills.
- Ability to remain calm under pressure, manage multiple duties at once, and meet tight deadlines.
- Exceptional interpersonal skills with ability to interact effectively with diverse individuals and groups in multicultural environments.
- Ability to lift 30-40 pounds.
- Must have a valid driver's license and access to a reliable vehicle. Must be comfortable with highway and city driving. Will spend a significant amount of time on the road.

To apply please submit a resume, cover letter, and salary requirements to:

HFDhiring-053@foodshare.org

Foodshare is an Equal Employment Opportunity and Affirmative Action Employer.

Foodshare maintains a drug-free workplace.