



WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

Food Acquisition Specialist

The Organization

We Don't Waste believes nutritious food should go to people, not landfills. We reduce food insecurity and food waste by rescuing quality food from venues, caterers, distributors, and restaurants, then delivering it free of charge to hunger-fighting agencies in the Denver Metro area. We Don't Waste is a fast-growing and high-impact nonprofit organization that alleviates hunger and helps the environment through an innovative recovery model.

The Opportunity

The Food Acquisition Specialist is a full-time, non-exempt position that reports directly to the Agency and Food Acquisition Manager. This rewarding position is a vital part of the We Don't Waste team and helps to ensure that food in our community gets to hungry people and not into the landfill.

Please Note: Insurance qualifications to drive We Don't Waste vehicles require Operations employees be a minimum age of 25 years.

Job Summary

The Food Acquisition Specialist is responsible for researching and establishing new food acquisition partners and maintaining ongoing donor relations. They are responsible for prospecting and initiating new relationships with local distributors, brokers, food processors, grocery stores, manufacturers, restaurants, and other donors to help grow We Don't Waste's community impact.

Responsibilities

- Research and create new donor opportunities and establish collaborative relationships with the goal of increasing quality food item donation consistency, servings, and frequency.

- Nurture within donors an awareness and understanding of the mutual business benefits of consistent, quality donations.
- Assist the Agency & Food Acquisition Manager with the development and implementation of strategic plans, including procurement strategies and donor relations
- Create and deploy a comprehensive food donor education presentation for prospective donors
- Attend industry conventions and meetings to network with potential food donors, as possible
- Generate, in conjunction with the Director of Programs and Operations, monthly food procurement reporting
- Collaborate with Operations staff to ensure informed decision-making on procurement, logistics and transportation
- Attend staff and team meetings and assist in other WDW tasks as needed or requested by the Agency and Food Acquisition Manager, or management team.
- Other duties may from time to time be assigned at the discretion of the Agency and Food Acquisition Manager.
- Acts as an Ambassador to WDW, carrying out a professional manner at all times under a variety of conditions.

Qualifications

- Bachelor's degree from an accredited college or university preferred;
- 1 year experience working in the Denver food system preferred;
- 1 year inside sales/food acquisition experience preferred;
- Possession of a current Colorado driver's license and clean driving record;
- **Insurance qualifications require a minimum age of 25 years;**
- Must pass both federal and state background checks;
- Employee may be subject to drug testing.

Desired Traits

- Passion for We Don't Waste's mission and compassion for those less fortunate;
- Neat, clean appearance with friendly personality;
- Ability to be dependable and punctual;
- Self-starter;
- Ability to work with diverse types of people;
- Ability to be flexible and think on your feet to solve problems;
- Customer service and sales skills;

- Knowledge of basic food safety.
- Cogent public speaking and presentation skills.
- Exceptional writing, interpersonal and organizational skills.
- Highly defined organizational and time management skills.
- Proficient in MS Office Suite with advanced skill in Excel and PowerPoint
- Knowledge of Denver/Front Range food networks
- Works independently with minimal supervision.

Physical Demands

This position is primarily an office/administrative position. While performing the duties of this job, the employee is regularly required to sit and/or stand for long periods. Occasionally the employee may be asked to perform certain warehouse duties including moving heavy boxes and pallets of food, and loading/unloading box trucks.

Salary/Benefits

We Don't Waste offers a competitive benefits package including full employee health insurance, paid time off, paid holidays, life insurance, disability, and a matching IRA plan. The salary range is \$45,000 - \$50,000 depending on experience. Please contact careers@wedontwaste.org for more specific information about salary and benefits.

Application Process

Qualified and interested candidates should submit a resume and cover letter to Sam Talarczyk at careers@wedontwaste.org. Applications will be accepted on a first-come, first-served basis, and the job posting will be removed from our website (www.wedontwaste.org/team) when the position has been filled.

We Don't Waste is an equal opportunity employer and seeks a diverse pool of applicants.