

**JOB TITLE:** Procurement Director  
**STATUS:** Management  
**REPORTS TO:** Chief Operating Officer  
**OVERSEES:** volunteers

**QUALIFICATIONS:** College degree is required. Prior experience working in purchasing, operations, logistics and/or supply chain is desired. Must be a team player, detailed orientated, organized, proactive and a self-starter. Ability to use effective leadership skills and to develop relationships and procure donated food across United States. Must have excellent written and verbal communication skills and ability to work in team oriented work environment.

**BASIC FUNCTIONS:** The Procurement Director develops corporate and local relationships with food producers, vendors and brokers. Helps secure boxes, pallets and semi-loads of food for all MFB divisions. The Procurement Director will work to integrate with current procurement channels and help maximize the nutritional quality and optimize the quantity of food across the MFB national and international locations. Supports MFB budgeting, reporting, system, tax adherence, and other requirements for not-for-profit. In general numbers, this person will procure \$100 - \$200M in-kind food donations, coordinate across 10-20 MFB locations and warehouses, and manage a \$200-\$400k transportation budget.

**ESSENTIAL FUNCTIONS:**

- Coordinates nutritional food and beverage procurement for global non-profit Food Bank
- Maintains accurate food donor database, food valuation and load information
- Optimizes allocation and distribution for food entering MFB network
- Supports and enables all food distribution programs and ministries with food procurement

**GENERAL RESPONSIBILITIES:**

- Exercises professional leadership by keeping abreast of current broad trends and developments with the non-profit food bank industry.
- Provides support, encouragement, mentoring, and consultation for new divisions in procurement and supply chain for local food sources.
- Prepares reports for MFB division and organization to support not-for-profit requirements and increase efficiency.

Send resumes to Mike Meece, [mmeece@midwestfoodbank.org](mailto:mmeece@midwestfoodbank.org)