Food Industry Relations & Food Drive Coordinator

Food Bank of the Hudson Valley, Cornwall-on-Hudson, NY 12520

The Food Bank of the Hudson Valley, a branch of the Regional Food Bank of Northeastern New York and a member of the Feeding America Network, is offering an exciting opportunity for someone with a passion for fighting hunger and food insecurity in our region. The coordinator, located at our Cornwall-on-the-Hudson location, serves as a central liaison between the Food Bank, donors, and donor committees. The coordinator will be responsible for raising awareness about the Food Bank, hunger in our region, the impact of product donations, and the benefits of donating overall.

Responsibilities include:

- Coordinating food/fund drive donations, conducting outreach, cultivating donor relationships and recognizing our donors.
- Participating in meetings, presentations, training, and conferences.
- Reporting donation progress, donor support, and food/fund drive activities.
- Producing materials for product donors and food/fund drive mailings and donor recognition.
- Occasional regional travel, and evening or weekend work required.

Our ideal candidate has:

- An Associate’s or Bachelor’s degree (marketing or business-related field helpful).
- Food industry experience helpful.
- Strong interpersonal, public speaking, writing, and organizational skills including the ability to handle and prioritize multiple projects.
- Strong attention to detail.
- Proficiency in the Microsoft Office Suite (Word, Excel, Publisher, PowerPoint).

We offer an excellent benefits package including 100% paid single health and dental insurance, a generous PTO program, and an annual 401(k) contribution.

The Regional Food Bank - the only organization of its kind in northeastern New York – has been in operation since 1982. The Food Bank of the Hudson Valley was founded in 1990 to expand and improve service to charitable agencies and donor partners in Orange, Ulster, Dutchess, Putnam, Rockland, and Sullivan counties. Working in partnership with the food industry, the Food Bank collects large donations of unmarketable but wholesome food and distributes it to non-profit programs feeding our neighbors in need in 23 counties. From the Canadian border to the New Jersey border, in urban, rural, and suburban communities, the Food Bank provided 50 million pounds of food and grocery items to nearly 1,000 partner agencies in 2021. For more information about the Food Bank, please see https://foodbankofhudsonvalley.org

In addition to a resume, candidates are requested to include a cover letter showcasing their abilities, their interest in this position, and the Food Bank’s mission to prevent food waste and alleviate hunger in our communities.

Candidates reply to: FIRC@foodbankofhudsonvalley.org

COVID-19 precautions: The Food Bank follows current CDC guidelines.

The Regional Food Bank of Northeastern NY, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age, disability, protected veteran status, or any other characteristic protected by law.

Job Type: Full-time
Pay: $37,544 per year ($18.05/hour; 40 hours, M-F)

Benefits:

• 401(k)
• Dental insurance
• Flexible schedule
• Health insurance
• Life insurance
• Paid time off
• Retirement plan
• Vision insurance

Schedule:

• 8-hour shift
• Monday to Friday

COVID-19 considerations:
The Food Bank follows current CDC guidelines.

Work Location: Food Bank of the Hudson Valley, Cornwall-on-Hudson, NY 12520