

**Position Title:** Food Sourcing Manager  
**Classification:** Exempt  
**Reports To:** Director of Food Sourcing  
**Location:** Wyoming  
**Compensation:** \$62,000 - \$67,000 Annually, with up to 6% annual bonus eligibility

## **Your Role in Our Mission**

The Food Sourcing Manager is responsible for leading food sourcing efforts across Wyoming.

The primary focus of the role is leading the Food Rescue Program and managing the Retail Rescue Coordinator. Food Rescue is a vital stream of no-cost food for our Hunger Relief Partners and the neighbors we serve, accounting for 57% of all the food we distribute in Wyoming. For Retail Rescue, the Food Sourcing Manager will collaborate with the Retail Rescue Coordinator on retail channel strategy, planning, reporting, analysis, store level stewardship, prospecting, solicitation and retail-enabled agency partner relations. The Food Sourcing Manager will own all aspects of Non-Retail food donations.

The secondary focus of the role is to lead local food purchasing efforts and collaborate with internal teams to manage our purchased food inventory and assortment to ensure we have in-stock positions on high quality, low priced, neighbor preferred foods. The purchasing work will include vendor negotiation, purchase order creation, invoice management, purchasing grants management and developing local purchasing relationships with entities across the food system in Wyoming.

For both purchasing and food rescue, this role will collaborate closely with the Programs and Operations teams, the Executive Director and the Denver Sourcing team.

## **What You'll Do**

### **Food Rescue: 70%**

- Coordinate with Food Bank of Wyoming staff, donors and Hunger Relief Partners to ensure compliance of our food safety and donation standards
- Define food rescue strategies and plans for Food Bank of Wyoming
- Lead and manage the Retail Rescue Coordinator to achieve departmental goals
- Analyze program reports to support growth in food donations and build donor partnerships
- Work with Director of Food Sourcing and Retail Rescue Coordinator on program optimization, account management, partner emails, and donor newsletters
- Steward existing donors to ensure they are engaged, informed, and recognized
- Meet with donors to review trends, train staff and identify growth opportunities
- Prospect, research and solicit new donor partners
- Record donor engagements and prospecting efforts in CRM platform (Bloomerang), and leverage CRM for stewardship & cultivation planning
- Facilitate the complex relationships between Hunger Relief Partners and retail donors
- Collaborate with Programs team for effective communication with Hunger Relief Partners
- Record and communicate partner agency interactions in Food Bank of Wyoming partner database
- Conduct donor and agency visits and trainings to enhance relationships, educate about the Food Rescue Program, resolve issues and improve performance

- Maintain web-based donation reporting system (MealConnect) to ensure accurate and timely reporting by agency partners
- Ensure Yearly Food Rescue Program Agreement compliance by agency partners

#### **Purchasing: 30%**

- Collaborate with Food Bank of the Rockies Sourcing Team on annual Purchasing Plan with distinct callouts for local purchasing related activity for Wyoming
- Manage Wyoming purchasing grants, including collaborating with Development and Finance teams on grant reporting
- Build, track and report on purchasing budget and spending
- Lead communication, negotiation and coordination with vendors
- Process vendor invoices for coding, approval and payment in Concur
- Collaborate with Operations on purchase order and item card creation, and coordination of purchased load deliveries and pickups
- Define Wyoming's item assortment and collaborate with Operations on inventory management
- Lead Food Bank of Wyoming's engagement with local agriculture, including vendor / non-retail donor cultivation with farmers, food hubs, ranchers and processors
- Collaborate with Food Bank of the Rockies Sourcing and Food Bank of Wyoming Receiving Teams to ensure product specifications are met and in compliance with all federal, state and local regulatory and company requirements
- Handle confidential information with discretion and care, ensuring the privacy and respect of employees, volunteers, partners, donors, or others

#### **How the Work Gets Done**

The Food Sourcing Manager demonstrates the following core competencies in daily practice:

- **Instills Trust:** Builds credibility with internal and external partners by acting with integrity, following through on commitments, communicating promptly, and handling sensitive information with professionalism and discretion.
- **Collaborates:** Works effectively across Operations, Programs, Sourcing, Development, and Finance to align priorities and deliver results. Builds strong working relationships with Hunger Relief Partners, donors, vendors, and local agricultural producers to advance food rescue and purchasing goals.
- **Customer-Centric Focus:** Provides responsive, service-oriented support to internal teams and external partners by communicating clearly, maintaining accurate follow-through, and anticipating needs. Approaches donors, agencies, vendors, and community partners with professionalism, respect, and a solutions-focused mindset.
- **Ensures Accountability:** Takes ownership of results by managing budgets responsibly, maintaining accurate records, ensuring timely invoice processing and reporting, and following through on commitments. Uses data and sound judgment to support stewardship, compliance, and effective use of resources.

#### **What We're Looking For**

- High School diploma or equivalent required; bachelor's degree preferred; or equivalent work-related experience
- At least 2 years of supervisory experience, including coaching and performance management
- Experience developing strategies and plans rooted in data analysis
- Experience managing sizable spending and budgets

- Experience using collaborative tools for file storage and sharing, meeting scheduling, and virtual collaboration
- Must have a valid driver's license
- 3-5 years prior experience working in a retail setting and / or sales capacity preferred
- Prior experience with food sourcing preferred
- Strong organizational, project management, and time management skills, with the ability to manage multiple priorities and meet deadlines
- Strong analytical, critical thinking, and problem-solving skills, with the ability to identify opportunities, interpret reports, and support strategic decision-making
- Strong relationship-building, negotiation, and stakeholder management skills, with the ability to work effectively with donors, agencies, vendors, agricultural producers, and internal teams
- Ability to sell programs / ideas and inspire others to act

#### **Expected Hours of Work:**

This role is considered full-time, exempt working approximately 40 hours per week. The work schedule will consist of a Monday through Friday, 7:30 am – 4:00 pm work schedule. This role is expected to work from the Casper, WY office when not engaged in work-related travel, with an expectation of two in-office days per week, or more often based on organizational need.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Using office equipment such as a computer, mouse, keyboard, printer
- Shared office environment and retail environments with controlled temperatures
- Occasionally lift or move up to 25 pounds
- Frequent travel within Food Bank of Wyoming service area (overnight), including the Aurora, CO 38<sup>th</sup> Ave distribution center (up to 50%)

#### **Benefits:**

At Food Bank of Wyoming, we provide a fulfilling workplace along with a comprehensive benefits package that includes:

- **Generous Paid Time Off:** Flexible paid time off, including 10 paid holidays, sick leave, parental leave, and opportunities for paid volunteer time.
- **Robust Retirement Plan:** A 401(k)-retirement plan with a 4.5% employer match, plus additional matching based on tenure for a total potential match of up to 8.5%, to support your long-term financial security.
- **Comprehensive Health Coverage:** Competitive health, dental, vision, and life insurance plans to support your meet your and your family's needs.
- **Bilingual Incentive:** A monthly incentive for certified bilingual staff, recognizing and rewarding your valuable language skills.

#### **To Apply:**

If you are looking for a mission-focused organization where innovation and teamwork are encouraged and new ideas are valued, then this is an ideal position for you.

Apply online through [wyomingfoodbank.org/join-our-team/](https://wyomingfoodbank.org/join-our-team/). Applications will be accepted until **June 10, 2026**.

**Thinking about applying?**

True passion and excitement for making an impact are just as important as work experience.

We encourage you to apply even if you feel you don't check every box in this posting.

*Food Bank of Wyoming is an Equal Opportunity Employer (EOE), M/F/D/V/SO. We are committed to providing reasonable accommodations to applicants with disabilities in order to participate in the application or interview process. If you require any accommodation, please contact us at [hr@foodbankrockies.org](mailto:hr@foodbankrockies.org) or 303-371-9250*