



JOB DESCRIPTION

POSITION:	Outreach Associate
FT/PT/Hours	Full Time
CLASSIFICATION:	Non-Exempt
REPORTS TO:	Coordinator, Outreach
SUPERVISES	N/A

OVERVIEW:

Develop and sustain connections with organizations that produce, process and/or distribute food. Develop and sustain connections with non-profit organizations (NPOs) that participate in the charitable distribution of food for the purpose of safely and efficiently directing excess edible food from donor to recipient NPO for distribution to those experiencing food insecurity. Facilitate the implementation of Abound's 'food care' initiatives. Ensure partners and stakeholders understand the donation/distribution process. Assist food donors with program implementation. Develop trust in the Abound Food Care brand. Collaborate with the sales team to provide access to bulk purchasing programs.

ROLES AND RESPONSIBILITIES

Engage potential commercial excess edible food donors

- Effectively identify and connect with new food donors
- Meet with potential food donors.
- Understand and utilize the sales process.
- Successfully add new food donors to the Abound Food care network of partners
- Educate potential food donors on the features and benefits of an effective food donation program.
- Manage relationships as needed.
- Conduct outreach initiatives using educational materials such as flyers and brochures

Conduct outreach to NPOs

- Guide and support nonprofit organizations on elements of a safe food recovery program
- Collect required data from NPOs.
- Provide information to NPOs about Abound Food Care's Enhanced Procurement program.

Support execution of jurisdiction contracts

- Support timely completion of contract deliverables, including but not limited to surveys, email engagement, in person visits and outreach calls to obtain required data.
- Engage with food donors, NPOs, and other stakeholders within a jurisdiction



- Utilize and capture data in appropriate software programs. Produce written reports, adhering to committed timelines, for clients

Support stakeholder interactions

- Give presentations to build clientele and prospective interest in working with Abound Food Care
- Engage in conversation with prospective clients via phone, email or in-person meetings Promote Abound Food Care solutions to new and existing clients to:
- Maintain working knowledge of all Abound Food Care programs, initiatives and resources.
- Initiate interactions where opportunities to promote Abound Food Care solutions arise

Support other departments within Abound Food Care

- Assist Logistics in counseling donors and non-profit organizations as directed.
- Provide weekly update on activities.

Additional Responsibilities

- Assist the leadership team as directed
- Complete other duties as assigned
- Assist with other duties as assigned on a regular or occasional basis

SKILLS REQUIRED

Education/Experience

- Bachelor's degree or equivalent experience

Knowledge/Competencies

- Ability to understand and implement the sales process
 - Lead management
 - Prospecting
 - Needs identification through effective questioning
 - Communicating solution features and benefits
 - Overcoming objections
 - Closing
- Strong communication skills both written and oral
- Ability to learn new skills with minimal direction
- Understanding of food industry
- Effective time management skills
- Working knowledge of Microsoft Office programs
- Knowledge of the Abound Food Care program



Personal Qualities

- Bilingual (preferred)
- Effective communicator
- Team Player
- Adaptability
- Integrity
- Empathy
- Ingenuity
- Strong attention to detail
- Problem solving
- Critical thinking
- Self-starter