



Procurement Manager (Full-time)

The Procurement Manager will lead our efforts focused on sourcing low-cost and no-cost healthy food and operational supplies. The Procurement Manager will play a pivotal role in developing and executing strategies to optimize food procurement processes, drive cost savings, and secure donations essential for our mission of combating hunger and food insecurity in our community.

Responsibilities:

- Lead identification, evaluation, onboarding, and relationship management of food vendors, wholesalers, warehouses, and community partners offering low-cost or donated food. Serve as the primary contact for donation inquiries via email and phone.
- Negotiate favorable terms (discounts, bulk pricing, donations) and leverage government programs, grants, and community resources to maximize procurement efficiency and purchasing power.
- Develop and implement strategies to source healthy, culturally diverse, and locally grown or surplus food donations from businesses, restaurants, and manufacturers, supporting both cost savings and sustainability.
- Develop and manage procurement budgets, forecast spending, and track expenses by vendor and category to identify opportunities for cost reduction and resource optimization.
- Collaborate with NIFB, food pantries, food banks, and government agencies to ensure consistent supply, coordinate food rescue and pick-up activities, and strengthen collective impact.
- Oversee inventory and allocations within the Food Distribution Hub, maintaining optimal working capital levels (days on hand).
- Provide exemplary customer service to attract, retain, and grow vendor and donor relationships.



Loaves & Fishes

Community Services

Job Requirements:

- Bachelor's degree in business administration, supply chain management or related field preferred
- Proven track record of success in procurement roles
- Experience in the food industry or charitable food network recommended
- Strong interpersonal and negotiation skills with the ability to build and maintain successful relationships
- Working knowledge of food safety requirements
- Excellent verbal and written communication skills
- Detail-oriented and analytical
- Solid Computer and Microsoft Office skills

Compensation commensurate with education and experience, salary - \$70,000, a generous benefit package is offered

Schedule – Monday through Friday 8:00am – 4:00pm

Send cover letter and resume to careers@loaves-fishes.org

Loaves & Fishes Community Services is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Qualified applicants protected by law are encouraged to apply.