



**Job Title: Food and Fundraising Specialist**

**Department:** Development

**Reports to:** Director of Development and Marketing

**Direct Reports:** May have direct reports

**Status:** Full-Time

**Salary Range:** \$67,000-78,000 Per Annum plus comprehensive extended Health and Dental Benefits

**Vacation:** Three weeks paid vacation, pro-rated for partial years of service.

**Location:** Toronto, ON

**Hours:** Full-time 37.5 hours per week

**On-Site Requirement:** Full-time on-site, with work based in the office and in the community, engaging with partners and stakeholders.

**Position Summary:**

The Food and Fundraising Specialist plays a critical role in strengthening North York Harvest Food Bank's network of food donors while supporting broader fundraising initiatives. This role is responsible for sourcing food donations, cultivating relationships with key stakeholders, and implementing strategies to ensure sustainable food access for the communities we serve. The selected candidate will actively engage with corporate and community partners, coordinate food drive initiatives, and steward relationships to drive both food and financial contributions.

The ideal candidate is a strategic and results-driven professional with exceptional relationship-building skills, a passion for food security, and a commitment to fostering community engagement to help achieve our vision of a community where everyone can meet their food needs.

**Key Responsibilities:**

**1. Foodraising and Procurement**

- Develop and execute foodraising strategies to increase food donations.
- Manage food solicitation, procurement, and purchasing to align with community needs and organizational goals.
- Coordinate and lead food and fundraising campaigns, including community food drives, to increase donor engagement.
- Collaborate with culturally specific food suppliers to address diverse community needs.
- Represent North York Harvest at trade shows, speaking engagements, and community events to foster partnerships.



## **2. Partnership Development and Stewardship**

- Prospect, cultivate, and maintain strong relationships with food donors, retail food partners, corporate partners, fire halls, and local businesses.
- Lead retail food program and grocery store donation initiatives, scheduling pickups, and optimizing donation volumes.
- Engage lapsed donors to renew their contributions and deepen engagement.
- Work closely with the Development team to create impactful stewardship plans that celebrate and recognize donor contributions.

## **3. Budgeting and Reporting**

- Oversee and manage the food purchasing budget, ensuring alignment with organizational priorities.
- Track and report key metrics, such as pounds of food procured, donor retention, and procurement expenses.
- Prepare monthly reports to evaluate performance and inform strategic adjustments.
- Support with grant and funder reporting as necessary.

## **4. Operational Coordination and Supply Chain Management**

- Collaborate with operations and warehouse staff to manage food receiving operations and address inventory needs.
- Ensure procurement and donor management practices comply with organizational policies and sector best practices.
- Maintain accurate donor and vendor records in Raisers Edge and CRM systems, ensuring timely follow-up and relationship tracking.

## **5. Continuous Improvement**

- Monitor trends in food procurement and donor engagement, identifying opportunities for innovation and efficiency.
- Implement systems to streamline workflows, optimize costs, and enhance supplier performance.
- Foster a culture of continuous improvement within the team.

## **Team Collaboration**

- Actively contribute to a collaborative and inclusive team environment.
- Support cross-departmental initiatives that strengthen community engagement and enhance organizational impact.

## **Other Duties**

- Perform additional tasks as assigned to support the mission and operations of North York Harvest Food Bank.



## Qualifications and Skills

- Proven experience in procurement, fundraising, or relationship management, ideally within the non-profit or food security sector.
- Strong relationship-building skills with the ability to cultivate and maintain diverse donor and partner networks.
- Exceptional communication, presentation, and diplomacy skills.
- Analytical mindset with experience using data to drive decision-making and strategy.
- Highly organized and detail-oriented, capable of managing multiple priorities effectively.
- Proficiency with CRM systems and Microsoft Office Suite.
- Valid driver's license and willingness to travel within Toronto and surrounding areas.
- Passion for food security, sustainability, hunger relief, and a strong commitment to the mission of North York Harvest Food Bank.

## Working Environment and Conditions:

- Full-time position, requiring the ability to work evenings and weekends as needed.
- Physical environment: Typical office setting and equipment, with work in multiple office and community settings, including shared spaces with artificial lighting.
- Required to work both remotely and on-site. Resources and equipment for remote work will be provided and must be returned at the end of employment.
- Stable internet connection is required for remote work.

## Why Join Us?

- Competitive salary and comprehensive benefits package.
- Meaningful work that directly contributes to reducing food insecurity and waste.
- Opportunities for professional growth and development.
- A supportive and inclusive workplace culture committed to fostering diversity and equity.

## Application Process:

If you're ready to make a real difference in your community, join our team at North York Harvest Food Bank.

All interested candidates should submit a PDF cover letter and resume to Natasha Bowes, Director of Development and Marketing, at [natasha@northyorkharvest.com](mailto:natasha@northyorkharvest.com) by February 14, 2025. **Please include Food and Fundraising Specialist as the subject of your email.** Applicants must be legally eligible to work in Canada.

North York Harvest Food Bank is committed to employment equity and encourages applicants from equity-seeking and equity-deserving groups. We value lived experience as highly as formal education and encourage members of the NYHFB community—employees, volunteers, community partners, and clients—to apply. We strive for a workplace that reflects the diversity of the community we serve and live in.

NYHFB has an accommodation process in place. Applicants requiring accommodation due to a disability or medical need are encouraged to inform us in advance. All information related to accommodation requests will be treated with confidentiality.

We appreciate all applicants; however, only those selected for an interview will be contacted.