



EVERY MEAL

FIGHTING CHILD HUNGER

POSITION TITLE: Procurement Manager

ORGANIZATION SUMMARY: Every Meal exists to fight child hunger through community and school partnerships. Through our network of community partners, we work hard to get food to kids who live in food insecurity, which means they don't always know where their next meal is coming from. Every Meal strives to make a difference in children's lives by specifically focusing on food "gaps" - the times when the children aren't at school to access the meal programs. We have had tremendous growth in the last ten years, going from serving one school to over 500 distribution sites, but there are still 300,000 kids in Minnesota who don't have enough to eat.

Every Meal develops and supports successful partnerships between sponsoring community organizations and schools in need. This partnership-based model has allowed us to make a broad and sustainable impact in the fight against child hunger, because we believe that it is not a supply problem, but a distribution problem.

MISSION:

Fight child hunger through community and school partnerships.

VISION:

Every Child. Every Meal. TM

VALUES:

- **Relationships:** All our work relies on intentional relationships. We take care of each other and work together to best fight child hunger in our community. At Every Meal, relationships are key to learning, building, and taking action to create an organization and culture that is welcoming, inclusive, and anti-racist.
- **Commitment:** Ambition and drive are fundamental aspects of our mission and program, and we must employ them every day. We recognize that mere adequacy does not align with our mission. To be a dynamic team, we need versatility and a commitment to getting the job done.
- **Thoughtful Communication:** We use thoughtful communication in all our interactions by being timely, informed, purposeful, and on-brand.
- **Positive Impact:** Our actions must deliver a positive and equitable impact on children and the community through measurable results, continuous improvement, and a dignified experience. We always strive for program growth to provide more nutritious, delicious, and relevant meals to more children through community engagement and innovation.

Every Meal intentionally creates a team-focused environment. While our departments and staff have areas they specialize in, we have a regular practice of events and activities that allow our staff to engage in activities outside of their specialties. For example, staff might help set up and facilitate a mobile packing event or talk to donors during a donor event. While these activities don't happen often, they help us all have a more complete perspective on our organization and recognize that we can't feed more children without working together to accomplish our goals.

POSITION SUMMARY: The Procurement Manager manages Every Meal's sourcing capability, food vendor relationships, and inventory. They are responsible for strategizing and negotiating with suppliers and vendors in order to acquire the most cost-effective raw material purchases and to reduce procurement expenses. Proficiency using enterprise resource planning software is critical so that data drives our decisions. Developing and maintaining vendor relationships while analyzing market trends is key to the Procurement Manager's contribution to the execution of our mission.

The Procurement Manager also works closely with the Supply Chain Manager to ensure smooth execution across the entire Supply Chain team. Cross training is provided in logistics, warehousing, and transportation. Every Meal reserves the right to alter job duties at any time, with notice.

KEY RESPONSIBILITIES:

- Model Every Meal core values to all internal and external partners.
- Ensure all position related processes are understood and followed.
- Run and maintain the Demand Planning Module for NetSuite Warehouse Management System.
- Measure inventory levels and determine levels of production needed.
- Determine raw materials needed for production based on forecasted demand.
- Determine purchasing cadence in order to achieve the proper balance between inventory quantities, expiration dates, and expenditures.
- Develop inventory and purchasing projections based on current and past inventory trends.
- Search for best quality food at the best possible price through existing and new vendors as needed.
- Create purchase orders.
- Work with the Supply Chain Manager to understand needs and order all warehouse supplies for Every Meal.
- Work with the Supply Chain Coordinators for smooth purchase order reconciliation.
- Work with Supply Chain Coordinators to ensure adequate raw food items and supplies are readily available for production/packaging.
- Consistently communicate delivery delays and triage solutions.
- Assist Supply Chain team with inbound and outbound inventory management processes as needed.
- Conducts regular inventory audits of all warehouses.
- Support end of year inventory clean up and compliance with any audit findings.
- Provide support to off-site (non-Every Meal) space packing events as needed.
- Work with the Supply Chain Manager to ensure overall effectiveness of Supply Chain operations.
- Represent Every Meal in the community at various events/activities.
- The above are key responsibilities and do not necessarily include all responsibilities of this role.

QUALIFICATIONS

- Demonstrated understanding of and agreement to Every Meal's mission to fight child hunger through community and school partnerships.
- Demonstrated understanding of and agreement to Every Meal's values.
- 5 + years of previous commodity/category management and/or procurement experience.
- Bachelor's degree in related fields – transferable experience considered.
- Experience with budgeting, planning, contract negotiation, risk management, market analysis, and financial analysis.



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- Proficient in using enterprise resource planning software (ERP/MRP software/systems - e.g., NetSuite, SAP, Oracle) in production environments.
- Proficient in Microsoft in MS Office tools and Google Workspace Suite.
- Able to respectfully communicate and work with diverse community groups varying in age, religious beliefs, ethnicity, ability level, etc.
- Flexible, adaptable, and able to troubleshoot and find solutions to logistics issues as they arise.
- Forklift and electric jack qualification; training provided by Every Meal if necessary.
- CPR/First Aid/AED certified; training provided by Every Meal if necessary.
- Ability and willingness to continuously learn Every Meal Supply Chain systems.
- Self-starter, independent, thoughtful, and motivated.
- Positive attitude: problem-solver who takes initiative.

TRAVEL REQUIREMENTS:

- Regular access to a reliable vehicle or ability to use public transportation.
- A clean driving record maintained throughout employment.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands to handle or feel and reach with hands and arms. The employee is required daily to stand, walk, and sit; the employee is required to climb or balance; and stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust visual focus. Specific hearing abilities required by this job include the ability to hear and understand spoken conversations in close and far range in a loud warehouse environment.

- Ability to pass a DOT Medical Exam preferred.
- Regularly required to stand or sit for long periods of time.
- Ability to use a computer, phone, keyboard and other technology regularly to complete job requirements.
- Ability to push, pull, and lift a minimum of 30 lbs. regularly.
- Ability to bend, twist, and use fine manual dexterity.

SUPERVISED BY: Director of Impact

HOURS: Monday through Friday, however flexibility is required for sporadic evenings and weekends

STATUS: Salary/Exempt, 40 hours per week

ADDITIONAL BENEFITS:

- 5 weeks general PTO, accrual based per pay period
- 10 Paid Holidays
- 16 hours volunteering outside of Every Meal
- 6 Summer Fridays off with pay
- Flexible work environment
- Medical/Dental/Vision Group Benefit Plan
- Video and in-home primary care clinic Eligibility
- Short- & long-term disability
- Organization match of Retirement Plan



- Life Insurance
- Cell Phone Allowance

Equal Employment Opportunity

Every Meal is an equal opportunity employer committed to equal employment and advancement opportunities for all. Employment decisions at Every Meal are based on community needs, job requirements and individual qualification. People of Color, LGBTQ, Veterans, and those with disabilities are encouraged to apply. Every Meal is committed to achieving a diverse workforce and to the growth and development of individuals from the communities we serve. We are continually working to improve being an organization that is welcoming, accepting, and equitable for those on our team, our partners, and the community, especially the part of our community that is BIPOC and/or traditionally and/or currently marginalized.