



Director of Procurement Job Posting

Department: Operations

Location: Jackson, MS

Employment Type: Full-Time, Exempt

Salary Range: \$79,100-\$90,039 (Based on Experience)

Application Deadline: Open Until Filled

About Mississippi Food Network

The Mississippi Food Network (MFN) changes lives by fighting hunger today and feeding hope for a healthier tomorrow. As the only Feeding America-affiliated food bank serving Mississippi, Mississippi Food Network is dedicated to ending hunger by providing food, building strategic partnerships, and delivering innovative programs that increase access to nutritious food across 56 counties in central Mississippi. Working alongside more than 430 partner agencies, volunteers, donors, and community leaders, MFN is committed to building a stronger, healthier Mississippi where no one goes hungry. At MFN, our culture is built on collaboration, compassion, innovation, and service. Every team member plays an important role in creating lasting community impact while advancing our mission of eliminating hunger throughout our state.

Why Join Our Team?

At Mississippi Food Network, your work has purpose. As part of our team, you'll help strengthen one of the largest hunger-relief networks in the state while building meaningful relationships with community partners who serve thousands of families every day. We invest in our employees through professional development opportunities, a collaborative and mission-driven workplace, competitive benefits, and the opportunity to Fight Hunger, Feed Hope throughout Mississippi each day.

Position Summary

The Director of Food Procurement provides senior leadership for the organization's food sourcing, procurement, retail rescue, inventory optimization, and federal food program entitlement functions. This position develops and implements organization-wide food acquisition strategies that strengthen supply reliability, improve cost effectiveness, expand donor and vendor partnerships, reduce food waste, and align available food resources with community need, Feeding America standards, regulatory requirements, and organizational priorities. The Director leads staff, manages budgets and performance outcomes, supports cross-departmental planning, and advises executive leadership on food supply strategy, risk mitigation, and long-term sustainability.

What You'll Do

- Lead the organization's food sourcing, procurement, inventory management, and retail rescue strategies to ensure a reliable, nutritious, and cost-effective food supply.
- Oversee purchased food procurement, vendor management, contract negotiations, and budget performance.
- Direct retail rescue and food recovery programs to maximize donated food, strengthen donor relationships, and reduce food waste.
- Manage inventory planning, controls, reporting, and distribution support to ensure accuracy, accountability, and product availability.

- Oversee federal food program resources, including entitlement planning, utilization, compliance, and reporting.
- Build and maintain strategic partnerships with vendors, retailers, growers, manufacturers, food donors, and community stakeholders.
- Ensure compliance with food safety standards, Feeding America requirements, grant regulations, and organizational policies.
- Monitor key performance indicators and utilize data to improve sourcing, inventory, operational efficiency, and mission impact.
- Lead, develop, and supervise procurement, inventory, and retail rescue staff while fostering a culture of accountability and continuous improvement.
- Collaborate across Operations, Finance, Community Impact, and executive leadership teams to support organizational goals and community needs.

Qualifications

Required

Education

- Bachelor's degree in Supply Chain Management, Business Administration, Logistics, Agriculture, Food Systems, Operations Management, Public Administration, Nonprofit Management, or a related field required.

Experience

- Five or more years of progressively responsible leadership experience in procurement, inventory management, supply chain operations, food sourcing, logistics, food recovery, or related fields.
- Demonstrated experience managing procurement budgets, vendor relationships, contracts, inventory systems, performance metrics, operational planning, and cross-functional initiatives.
- Supervisory, team leadership, staff development, and change management experience required.

Preferred

- Experience developing strategy, managing complex operational priorities, using data to guide decisions, and presenting recommendations to senior leadership.
- Food bank, nonprofit, food distribution, grocery, manufacturing, or logistics experience.

Knowledge, Skills & Abilities

- Advanced knowledge of procurement strategy, inventory management, supply chain operations, food sourcing, food recovery, and continuous improvement practices.
- Strong strategic thinking, analytical, negotiation, budgeting, planning, problem-solving, and decision-making skills.
- Ability to interpret inventory, procurement, distribution, financial, and performance data and translate insights into actionable strategies.
- Knowledge of food safety regulations and inventory control principles.
- Excellent leadership, communication, relationship management, presentation, coaching, and cross-functional collaboration abilities.
- Ability to manage competing priorities, lead through ambiguity, influence across departments, and maintain sound judgment in a fast-paced, mission-driven environment.

Benefits

Mississippi Food Network offers a competitive benefits package that includes:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Retirement Plan
- Paid Time Off
- Paid Holidays
- Professional Development Opportunities

Equal Opportunity Employer

Mississippi Food Network is an Equal Opportunity Employer and is committed to creating an inclusive workplace where all employees and applicants are treated with dignity and respect. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state, or local law.

How to Apply

Interested candidates should submit:

- Resume
- Cover Letter

Email Applications to Humanresources@msfoodnet.org with the subject line of the position for which you are applying. **Questions?** Contact Pamela Rideout, Chief Human Resources Officer, at prideout@msfoodnet.org.