

Job Details

Sustainability Coordinator

Job Number: 5698

Location(s): Minneapolis, MN

Food. Purpose. You.

We serve the world by making food people love. As one of the world's leading food companies, General Mills believes that food should make us better. Food brings us joy and nourishes our lives, connecting us to each other and the earth. General Mills operates in more than 100 countries and markets more than 100 consumer brands, including Cheerios, Häagen-Dazs, Nature Valley, Betty Crocker, Pillsbury, Annie's, Lara Bar, Yoplait and more. Headquartered in Minneapolis, General Mills had global net sales of US\$17.6 billion during fiscal 2016.

We seek out the best talent, and then give them development resources, support and the chance to lead something big. Choosing a career with General Mills means joining a company where you can make a difference in the lives of millions of people. There is tremendous opportunity here for individuals who want to advance food through innovation and serve the world.

EOE/Minorities/Females/Vets/Disabilities

Sourcing. Sustainability.

The General Mills Sourcing organization (also known as Purchasing or Procurement) manages an uninterrupted supply of materials and services, implementing strategies designed to offset inflation, globalize our supply chain, drive sustainability and improve our bottom line. We do this through supply and demand analysis, strategic negotiations, market and industry analysis and category strategies.

At General Mills, we take sustainability seriously. Our goals include protecting the resources upon which our business depends and treating the world with care. We've set ambitious, industry leading sustainability targets in support of these aims

OVERVIEW

The Sustainability Coordinator role will provide management, functional coordination, analysis, and support fostering organizational alignment. This role will drive progress against sourcing sustainability

goals, reducing risk and position our businesses for growth. Accountabilities include leading data measurement, progress tracking and reporting efforts in support of General Mills public commitments to:

1. Sustainably source ten key raw material ingredients by 2020 (10×20),
2. Reduce Greenhouse Gas (GhG) Emissions 28% by 2025
3. Other commitments as developed

This position reports to Sustainability Director – Global Sourcing.

MAIN RESPONSIBILITIES

- Collaborate with the General Mills buyer network, suppliers, producers, data solutions providers and the GMI corporate sustainability team while supporting partner and supplier relationships for row crop grower engagements.
- Analyze and manage 10×20 category as well as sourcing-related GHG data.
- Lead development of communications materials including sourcing sustainability newsletter, the Global Responsibility Report process for sourcing-related content, external surveys, presentations and other documents as required to more effectively tell the story of sustainability within the sourcing function, businesses and our supply chains.
- Develop, manage and maintain standardized processes in support of above accountabilities including SharePoint sites, meeting notes, dashboards, category glide paths and other resource libraries.

DETAILED RESPONSIBILITIES

- Coordinate with finance and buyers to drive budget strategy/overlays for sustainability premiums as well as related tracking processes.
- Support buyers in regularly updating 10×20 dashboards and coordinating semi-annual sustainability updates.
- Lead annual Global Responsibility Report process for development of sourcing section in conjunction with buyers and corporate sustainability team. Manage Sourcing relationship with writing consultant.
- Manage external risk by leading execution of sourcing sustainability-related customer and NGO surveys (~10-15 annually).
- Lead quarterly development of Sourcing Sustainability Newsletter. Craft story ideas and content. Coordinate and manage relationship with design and writing consultants.

- Support partner and supplier relationships for grower engagements as needed through assisting with new grower recruitment, attending grower engagement meetings, collaboration on annual pilot results, troubleshooting issues and compiling/analyzing output metrics.
- Support or lead conversations as needed with commercial teams and suppliers to begin or expand grower engagements in additional geographies.
- Manage development of sourcing sustainability SharePoint site for internal team document storage and resource library for broader sourcing organization.
- Support build-out of sourcing sustainability Source to Pay (S2P) process for risk/opportunity assessment and guidelines for all direct categories
- Represent sourcing sustainability at internal and external meetings as needed

MINIMUM REQUIREMENTS

- Education: Bachelor's degree – Business, Finance, Economics, Supply Chain, Sustainability etc.
- Effective communication and collaboration skills
- Strong abilities to organize, influence, operate comfortably with ambiguity and adapt quickly
- Ability to manage several projects, partners, relationships and competing interests simultaneously
- Track record for driving repeatable success
- Project management experience
- Process and standardization expertise a plus
- Entrepreneurial mindset including drive, curiosity, creativity and agility
- Passion for, and keen interest to learn sourcing sustainability
- Knowledge of production agriculture and related systems a plus

Applicants for employment in the US must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the United States and with General Mills (i.e., H1-B visa, F-1 visa (OPT), TN visa or any other non-immigrant status).