



Donations Procurement Manager

Job Description

Job Title: Donations Procurement Manager

Department: Habitat Store

Reports to: Floor Manager

FLSA Status: Full-time, non-Exempt

Salary: \$45,760K to \$47,840K

Summary: This forward-facing position is responsible for initiating and growing lasting partnerships with area businesses. The Donations Procurement Manager will proactively maintain and develop business relationships and networking opportunities to acquire gifts-in-kind donations for the Habitat-Spokane Store. This position will assist the Floor Manager in processes and tasks related to the Point of Sale (POS) system, purchased material (PM), and procurement. They will demonstrate public relations skills and excellent communication skills. In this role, personal and moral integrity are a must. The work schedule is Monday through Friday, and may occasionally work on weekends for special events.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Prospect, identify, and contact local businesses, by phone, in person, or other communication mediums.

Develop and proactively maintain business relationships with retailers, wholesalers, contractors, corporations, distribution centers, schools, universities, churches, and within the hospitality industry for gifts in kind.

Communicate the service we provide as an alternative to the landfill for overstock and discontinued inventory, and remodel projects.

A professional working relationship with subcontractors and vendors is a must for procuring services.

Perform walkthroughs on location for donations, particularly commercial, to assess the value and feasibility of scheduling a donation pickup or project.

Generate weekly donation procurement reports, tracking dates, company, contact, results, and follow-up. Enter data and updates in Raiser's Edge regarding donor contacts and gifts-in-kind donations.

Assist Floor Manager in all aspects of the POS system, opening and closing the store as scheduled and opening and closing the safe/tills, and preparing deposits.

Assist Floor Manager in managing purchased inventory for the Habitat-Spokane Store, including vendor relationships, product sales analysis, product ordering, receiving, as well as periodic cycle counts in conjunction with the Floor Manager and Accounting Team.

This position will perform the physical operations or job duties of other Habitat Store staff or volunteers, as related to store floor responsibilities as needed.

Actively engaged in building relationships within the community to better serve the needs of Habitat-Spokane.

Responsible for housing advocacy in the community.

Assists with volunteer opportunities within the Habitat Store.

Attends Habitat for Humanity-Spokane events.



Donations Procurement Manager

Job Description

Supervisory Responsibilities

Supervision of volunteers and outsourced staff will be required; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training, planning, assigning, and directing work. This position will not initially have direct contacts in the form of store staff but will direct and supervise staff on projects to which they have been assigned to assist.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Problem-Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to donor needs; Solicits donor feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on resolving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well.



Donations Procurement Manager

Job Description

Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating, and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products, and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost-saving measures; Contributes to profits and revenue; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethics; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.



Donations Procurement Manager

Job Description

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience

Associate degree from an accredited college, plus two years of procurement experience, networking experience, or lead development. A proven track record of positive sales performance is preferred. Bachelor of Arts degree preferred. A combination of education and experience, or four years of work experience, is acceptable.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.



Donations Procurement Manager

Job Description

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have a basic knowledge of Outlook, Excel, and Word.

Other Qualifications

Habitat for Humanity-Spokane is a Christian housing ministry, and all employees serve in a ministerial and service capacity.

Physical Demands

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands and arms to lift, carry, handle, move, feel, and reach for items. The employee is frequently required to climb or balance, stoop, kneel, crouch, or crawl, and talk and hear. The employee is occasionally required to sit. The employee must lift and /or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to high, precarious places, fumes or airborne particles and vibration. The noise level in the work environment is usually moderate.

