



Position: Donations Procurement Coordinator

Reports to: ReStore Manager

Retail operations is a key source of funding to support the Habitat for Humanity mission. Central Berkshire Habitat for Humanity's (CBHFH) Restore is our home improvement outlets and donation center that accepts and sells new and gently used items to the public at a fraction of the retail price while simultaneously diverting tons of reusable material out of area landfills. Items accepted and sold include building material, furniture, appliances, lighting fixtures, and other home goods. CBHFH currently operates one Restore in Pittsfield Massachusetts - working in support of Habitat's mission to end substandard housing by building strength, stability, and self-reliance through shelter.

Job Description

The Donations Procurement Coordinator is responsible for working alongside all Central Berkshire Habitat for Humanity employees to initiate and grow lasting partnerships with residential donors, area businesses, manufacturers, contractors, and builders to acquire donations for the CBHFH Restore. The individual in this position provides leadership, direction, and oversight to the CBHFH Restore logistics and routing team, creates the donations pick-up schedule, ensures the quality of donations and sales presentation, organizes and maintains the warehouse facility, conducts product pricing, coding, and product rotation, and communicates any damages. This job primarily operates in the warehouse of the CBHFH Restore retail environment with a focus on back-of-house organization and donations management.

The Donations Procurement Coordinator will work with the Restore Manager and CBHFH CEO to deliver consistent results in effective product and material sourcing to drive retail sales. Other responsibilities include oversight of the procurement team and occupational safety of the warehouse.

Key Responsibilities

Donor Relations & Donations

- Maintain donor records, keeping interactions updated with new development and activity, including following and recording *every* touch so that donors continually think of the Restores for donations
- *Oversee* the maintenance and management of donor database, including updating donor contact information, inputting donations received, and resolving any customer questions, concerns, and communications
- Track and submit monthly and quarterly donor metrics and financial reports that illustrate progress and quantify donation value to the Restore Manager and CBHFH CEO after management review
- Identify opportunities for in-store business connection *events* and communicate ideas to and work with store managers to organize and maximize the *events* that come to fruition
- Influence the acquisition of the most effective product mix for our store to reflect business needs, determined by assessing community interest and collaborating with the store
- Meet budgeted objectives for department expenses by managing discretionary spending

logistics

- Provide guidance on logistics fluidity and efficiency in regard to route scheduling and product processing between the donor inquiry, scheduling, pick up, warehouse processes, and sales floor

presentation including, but not limited to, warehouse facility organization, product pricing and coding, and product rotation.

Leadership

- Strengthen a positive environment of outstanding teamwork, organization, integrity, mutual respect, and exceptional morale - lead by example
- Manage and support growth and retention of the donation pick-up team at all levels
- Work collaboratively with the Restore Store Manager, volunteers, and all CBHFH team members as applicable on donation opportunities, logistics, deliveries, and warehousing
- Work with store manager to develop a relational understanding of ReStore's role and impact to the mission and vision of Habitat for Humanity, including current and future initiatives
- Promote a cooperative and mutually beneficial relationship between procurement, operations, and all Restore support teams with the goal of creating a win-win partnership for all stakeholders
- Provide timely, thoughtful, and thorough performance reviews as applicable
- Support and lead the procurement team through collaborative strategic planning
- Excite and inspire employees to be safe, donor-focused, and knowledgeable of the reach and impact of CBHFH services
- Set an example as an inspiring leader with a strong level of commitment and personal investment in Habitat for Humanity's core values

Requirements

- Bachelor's degree or equivalent work experience
- Five years minimum of progressively responsible management and leadership experience, including working on and building strong, cohesive, high-functioning teams
- Intermediate Excel expertise
- Must have a valid driver's license with a clean driving record

Required Knowledge, Skills, and Abilities

- Ability, willingness, and competence in giving and receiving constructive job performance feedback
- Creative problem-solving skills
- Disposition to work in a fast-paced, self-directed environment with dedication to achieve results
- Self-motivated with the ability to work independently to achieve quantitative results
- Ability and desire to foster an atmosphere with colleagues that encourages sharing of ideas, concerns, and hopes
- Knowledge of and exposure to human resources functions
- Skill in performing to high standards under pressure
- Excellent oral, written, and verbal communication skills; effective with diverse audiences
- Demonstrated and proven ability to successfully develop and mentor leadership
- Commitment to work within the policies and guidelines of Habitat for Humanity
- Ability to communicate an in-depth understanding of Habitat for Humanity and Habitat's retail operations
- Passion for DIY, resale, people, and Habitat for Humanity's mission

Preferred Qualifications

- Knowledge of the retail industry and environmental areas
- Knowledge of inventory programs

Work Environment and Physical Demands

- Fast-paced, team-oriented, business casual office
- The employee will routinely use standard office equipment such as computers, phones, photocopiers, tablest, and filing cabinets.
- Requires standing, walking, bending, and occasionally kneeling, stooping, crouching, crawling, and climbing
- Must occasionally lift, move, and/or load items over 50 pounds with mechanical assistance and/or a team lift

Central Berkshire Habitat for Humanity hires a workforce representative of the communities we serve, and we value a diverse workforce that strengthens our organization. We value diversity and support a positive and welcoming environment where all employees can thrive. Central Berkshire Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best-qualified team member for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

Send resume and cover letter to CEO@berkshirehabitat.org or mail to: 314 Columbus Ave, Pittsfield, MA 01201
