Job Announcement

**Procurement/Greater Albuquerque Habitat for Humanity ReStore**

**General Description:** Under the direction of the ReStore Manager, the Procurement Manager will manage the entire corporate donation process, including developing donor leads, evaluating donations, procuring and scheduling; and follow up. The Procurement Manager will assist the ReStore Manager with public relations, including marketing and advertising in order to develop donations for the GAHH ReStore.

**Core Responsibilities**: The principle areas of work are: development of the major donor base for materials, equipment and supplies, increasing the volume and quality of the donation base, marketing the program to potential commercial and residential donors of the Habitat for Humanity ReStore. The position will generate revenue that exceeds the cost of the position and will contribute to growth for the Greater Albuquerque Habitat for Humanity ReStore.

* Acquire resalable building materials, household goods, recyclable materials and other materials
* Establish strategic donation plans, donor programs, donor recognition and value development
* Analyze potential donations and the impact of procurement to the net profit
* Manage established relationships including Lowes, HFHI Gift In Kind Program
* Help the ReStore Manager market the Habitat for Humanity ReStore via various media outlets- will also do in person presentations to commercial and home owner donors
* Seek out sponsorships for future expenditures (trucks, truck wraps, and other businesses)
* Research listings of manufacturers, distributors and vendors of product for potential commercial donations; Identify equipment vendors that can supply needs and donations to the ReStore
* Attend trade shows to expand outreach, learn about new materials and meet prospective donors.
* Follow established guidelines for acceptable donations
* Place follow-up calls/send Thank You’ s to potential/actual donors to maintain strong donor relationships
* Manage the material & equipment donation program
* Manage the logistics and scheduling of donation delivery with other ReStore Dispatchers
* Other tasks as assigned by the ReStore Manager.

**Knowledge, Skills, Abilities:**

* Nonprofit experience preferred
* Proficient in Microsoft Office
* Strong interpersonal communication skills and customer service skills
* Sales experience preferred
* Management experience preferred
* Valid Driver’s License and Insurance
* Ability to track, report and analyze statistics related to donations, including values and costs to acquire donations
* Record keeping, practices and principles of business and retail operations.

**Education Experience:**

* BS/BA in related field
* 3 to 5 or more years of proven successful experience

**Physical Requirements Necessary to Perform This Job:**

* Ability to sit at a desk for extended periods of time
* Ability to move around the office and to perform various tasks; will be required to climb stairs to access various offices and to attend meetings
* Ability to communicate assigned tasks or to convey information

**Work Environment and Conditions:**

* Most work done indoors in an office setting or meeting setting
* Will need to work at a computer for periods of time

**Compensation:**

This a part time position 25-30 hours per week. Salary commensurate with experience.

No Phone Calls- Opened until filled.

**To Apply**: Send resume and cover letter including salary expectations to: Email: steve@habitatabq.org