



Ministry Description

Title: Transportation Director
Department: Supply Chain
Reports to: VP Supply Chain

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The Transportation Director supports the ministry of Convoy of Hope by ensuring the safe and timely delivery of supplies to partners, as well as for outreach, disaster response and international children's feeding initiatives.

Essential Departmental Duties and Responsibilities:

1. Oversees, schedules and trains staff and volunteer drivers.
2. Selects the preferred mode of transportation for each inbound and outbound load.
3. Responsible for developing and maintaining logistics relationships with transport companies to support COH programs (i.e. reduction in freight and free shipping).
4. Oversees fleet maintenance and record keeping.
5. Provides driving expertise for COH outreaches and backhauls.
6. Maintains legal records for fleet (i.e. tags, license decals, tax exemption, fuel tax, turnpike passes and inspections)
7. Oversee and manage all DOT related driver files, including Drug and Alcohol program. Update policies as needed.
8. Assists in warehouse functions, e.g. loading, unloading and staging.
9. Assists VP Supply Chain with various projects or tasks.

Required Knowledge, Skills, and Abilities:

1. Bachelor's degree in related field preferred; High School diploma or equivalent required.
2. 2+ years applicable experience in transportation/trucking industry required.
3. Excellent interpersonal skills as well as verbal and written communication skills for communicating both internally and externally the organization.
4. Strong organizational skills for managing details.
5. Commercial Driver's License (class A) and any endorsements that may need to be obtained to conduct business (i.e. airbrakes, hazmat, doubles, etc).
6. Knowledgeable in DOT regulations and practical application.
7. Experience in scheduling, brokering and/or managing freight.
8. Serve as advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
10. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith, but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position directly supervises both staff and volunteer drivers, and is partially responsible for hiring and evaluating drivers.

Revised: 2/3/16
Revised: 5/26/10