



## MINISTRY DESCRIPTION

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

**Schedule:** Regular, Full-time  
**FLSA:** Exempt

### **Ministry Function:**

The Transportation Director supports the ministry of Convoy of Hope by ensuring the timely pick up and delivery of supplies for all COH programs. The Transportation Director oversees all Safety and Compliance functions related to Transportation including DOT Regulations.

### **Essential Duties and Responsibilities:**

1. Selects the preferred mode of transportation for each inbound and outbound load.
2. Responsible for developing and maintaining logistics relationships with transport companies to support COH programs (i.e. reduction in freight and free shipping).
3. Oversees, schedules and train staff and volunteer drivers. Ensuring adherence to all DOT regulations.
4. Oversees fleet maintenance and record keeping.
5. Oversee all DOT related driver files including Drug & Alcohol Program. Update policies as needed.
6. Oversee legal records for fleet, i.e. tags, license decals, tax exemption, fuel tax, turnpike passes and inspections.
7. Provides driving expertise for COH outreaches and backhauls.
8. Assists in warehouse functions, e.g. loading, unloading and staging.
9. Assists VP Supply Chain with various projects or tasks.
10. Manages according to established CoH policies and procedures and holds self and staff accountable to them. Continuously finds processes that create improved efficiency while maintaining conformance to approved policies.
11. Responsible to know and stay within established budget, holding self and staff accountable to it.
12. Responsible for training and ensuring drivers and equipment are meeting all DOT required safety procedures, as well as COH safety policies and procedures.
13. All other duties as assigned.

### **Required Knowledge, Skills, and Abilities:**

1. Bachelor's degree required.
2. 2+ years relevant experience.
3. Excellent interpersonal skills as well as verbal and written communication skills for communicating both internally and externally.
4. Strong organizational skills for managing details pertaining to each vehicle in the fleet.
5. Desire a 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. Proven solution based track record and efficiency control management.
7. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.

8. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
9. 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 responsible for hiring and evaluating drivers.

Created: February 1, 2016  
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