



MINISTRY DESCRIPTION

Title: Procurement Director
Division: Operations
Working Group: Supply Chain
Reports to: Vice-President - Supply Chain

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The Procurement Director supports the ministry of Convoy of Hope by acquiring product (Gift in Kind) GIK to be used in Community Events, Disaster Services, International Program, Rural Compassion and other COH program initiatives. Primarily serving with an emphasis in corporate product donor relationships.

Essential Duties and Responsibilities:

1. Responsible for developing GIK product relationships with corporations, manufacturers, distributors, non-profits and other sources to procure donated essential food, supplies and resources to maintain ministry needs and meet anticipated growth.
2. Oversight of GIK donors through a donor base management plan. Will provide regular reports of current and targeted GIK donor relationships. Develop donor strategies in regard to identifying and cultivating new GIK donors.
3. Assist with other duties as requested.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred.
2. Previous experience in corporate sales in the food sector preferred. Proven track-record with minimum 2+ year's sales experience.
3. Experience with gift-in-kind in the non-profit industry preferred.
4. Excellent communication skills (verbal, written, and interpersonal) for maintaining contacts and building new relationships with donors and partners.
5. Strong organizational skills and attention to detail.
6. Willingness and ability to travel for donor relationships, tradeshow, and other events.
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 has no direct supervisory responsibilities.

Created: September 18, 2009
Revised: January 16, 2020