



## MINISTRY DESCRIPTION

**Title:** Procurement Director  
**Division:** Operations  
**Working Group:** Supply Chain  
**Reports to:** Senior Director - Procurement

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

### **Ministry Function:**

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

### **Essential Duties & Responsibilities:**

1. Responsible for developing GIK product relationships with corporations, manufacturers, distributors, nonprofits, and other sources to procure donated essential food, supplies, and resources that 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 & Abilities:**

1. Bachelor's degree is preferred.
2. Previous experience in corporate sales in the food sector is preferred. Proven track-record with a minimum 2+ years of sales experience.
3. Experience with GIK in the nonprofit 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.