

## **Materials Procurement Coordinator Job Description**

**Date:** July 2008

**Department:** ReStore

**Reports to:** ReStore Manager

**Classification:** Full time, exempt

The mission of Habitat for Humanity East Bay is to create home ownership opportunities for families with limited incomes by building sustainable housing and revitalizing neighborhoods.

**Position Summary:** The Materials Procurement Coordinator (MPC) will create and develop a materials procurement solicitation program that is designed to increase the quantity and quality of materials that are donated to Habitat East Bay, primarily to the ReStore. The materials procurement program will also seek to purchase materials for HEB's building program and ReStore at significant cost reductions from existing market rates and foster contact between HEB and the skilled trades.

### **Program Duties and Responsibilities:**

#### **Procurement**

- Maintain a database of material sources. Sources include: builders, developers, trade organizations, retailers, distributors, manufacturers, old and new volunteers, volunteers' employers.
- Maintain contact with material sources through calls, mailings, advertisements, faxes and direct contact.
- Work with the Construction Manager to determine and solicit the materials needed for the next 18 months for multiple projects.
- Work with other local affiliates to approach corporate suppliers for donated materials and/or bulk discounts.
- Arrange for disposal or redistribution of unneeded materials.
- Manage volunteers in regards to procurement assistance.

#### **Reports:**

- Provide weekly, monthly, and quarterly reports to supervisor regarding procurement strategies and results
- Maintain an accurate log on materials procured

#### **General Activities:**

- Know the HEB strategic plan and understand your role in it, know HEB's history and the relationship between HEB and HFHI.
- Assist with outreach and speaking engagements on behalf of the HEB.
- Submit all reports and forms in a timely manner.
- Respond to calls and correspondence within 24 hours.
- Through individual initiative, develop and enhance time management skills.
- Manage relationships proactively and with professionalism. Specific time commitments and project completion commitments must be met.
- Manage and protect organization's resources.
- Maintain an effective filing and records management system.
- Some weekday evenings and weekends required.
- Other tasks as assigned by the ReStore Manager.

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

- Ability to work independently
- Ability to make cold calls for procurement needs

- Ability to present the Habitat message to potential donors
- Some knowledge of construction and materials;
- Connections in the construction business helpful;
- Ability to manage a solicitation campaign (e.g., lead development, database management, mailings, thank you notes, etc.)
- Excellent oral and written communication skills.

**Evaluations:**

Written evaluations will be provided at 3, 6 and 12 months after start date of employment. The ReStore Manager will be responsible for writing these evaluations and discussing their contents. Subsequent written evaluations will be given annually.

**Compensation:**

Competitive salary, medical, dental and vision, long-term disability, Section 125, 403b Plan, and the opportunity to make a difference in your community.

**Note:** This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired

**Habitat for Humanity East Bay's Anti-Discrimination Policy**

Habitat for Humanity East Bay (HFHEB) is an equal opportunity employer. It is the policy of HFHEB to provide equal employment opportunity for all applicants and employees and equal housing opportunity for all homeowner applicants. HFHEB does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age, medical condition, physical disability, veteran status, marital status, sexual orientation, familial status, Acquired Immune Deficiency Syndrome (AIDS) or AIDS related condition (ARC), mental disability or any other basis prohibited by law.