



Position: DuPage Habitat for Humanity (DHFH) and its subsidiary, Chicago South Suburbs Habitat for Humanity (CSSHFH), seek a Corporate Procurement Manager

Reports to: Director of Development

Status: Full time salaried with benefits

ORGANIZATION DESCRIPTION

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, community, and hope. We envision a world where everyone has a decent place to live.

Habitat is an ecumenical housing ministry that makes possible the dream of home ownership for low income families. By creating an affordable mortgage, typically much less than average rental rates in the market area, we provide stability and an increase in disposable income by 20-30% or more. That increase results in outcomes that most average and above income makers take for granted. These outcomes include: The ability to adequately feed the household; having safe and healthy living conditions; providing for a supportive educational environment that leads to increased rates of high school graduation and college degrees; having health care coverage; being involved in the community; and ultimately providing an increased sense of hope. This game changer is the best method to break the cycle of generational poverty.

DHFH is a locally run affiliate of Habitat for Humanity International, a nonprofit, ecumenical Christian housing organization. The company works in partnership with a wide range of stakeholders to build affordable housing that fits the community. The houses are sold to qualifying families at no profit and with an interest free mortgage. The affiliates are in the midst of substantial growth and development. We are a midsized affiliate with an aggressive growth plan that will significantly increase the number of families we serve. We are seeking to make a long-term impact on the supply of affordable housing in DuPage County, Chicago South Suburbs, and the lives of Habitat homeowners.

This position will predominately focus on procuring corporate partnerships and quality goods to support out three ReStore locations. Habitat for Humanity ReStores are home improvement stores and donation centers selling new and gently used furniture, appliances, home goods, building materials and more. Habitat ReStores are independently owned reuse stores operated by local Habitat for Humanity organizations that accept donations and sell home improvement items to the public at a fraction of the retail price.

Proceeds are used to help build strength, stability, self-reliance and shelter in local communities and around the world — a good deal for you, your community and the environment.

SUMMARY OF JOB DESCRIPTION

The Corporate Procurement Manager is responsible for initiating and growing lasting partnerships with area businesses, manufacturers, contractors, and builders to acquire donations for the ReStores and affiliates' construction operations. The individual will also be responsible for scheduling deliveries or coordinating pick-ups with our ReStore Logistics team and outside shipping companies. The individual will also manage the Supplemental ReStore Merchandise, a donation stream provided in partnership with Habitat for Humanity International.

The Corporate Procurement Manager will work under the direction of the Director of Development, and have significant integration with the Retail department, specifically the Director of Retail and ReStore Managers to

secure desired donations and incoming merchandise. The individual will work with the Development team to capture all giving within our database system, foster and steward the Habitat for Humanity brand and be involved in affiliate wide campaigns and outreach.

This position will be based at our operational headquarters located in Wheaton, IL and will require travel to three ReStore locations regularly.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate with Director of Retail and support team to build strategy for growing the business donor pool
- Represent Habitat for Humanity and ReStores to the business community at large
- Research, identify, and act on new donor opportunities
- Work with staff, the Board, and partners to identify and connect with donor opportunities
- Perform outside sales in the form of cold calling and prospecting local businesses, both on the phone and in person, to generate donations
- Attend networking, outreach, and business after-hours events to create donor opportunities, including trade shows and speaking engagements
- Proactively maintain and further develop existing business relationships and outreach, including visits, requesting referrals, and continually seeking new avenues to enrich these relationships
- Work with Director of Retail Operations to cultivate relationships with members of other Chicagoland ReStores and Habitat for Humanity International to develop tactics for approaching state and regional businesses
- Develop outreach material and collateral in collaboration with the Marketing Manager
- Maintain donor records, keeping interactions updated with new development and activity, including follow-up and record every touch so that donors continually think of the ReStores and Habitat for Humanity for donations
- Oversee the maintenance and management of business donor database, including directing volunteers who assist with business relations, when applicable
- Track and submit monthly and quarterly donor metrics and financial reports that illustrate progress and quantify donation value
- Identify opportunities for in-store business connection events, communicate ideas to and work with store managers to organize and maximize the events that come to fruition
- Influence the acquisition of the most effective product mix for our stores to reflect business needs, determined by assessing community interest and collaborating with the stores
- Create corporate stewardship and acquisition plan for maintaining and reaching assigned goals
- Collaborate with Corporate Relations Manager to engage new and grow current relationships
- Work with store managers to improve systems and provide more integration between business donors and ReStores
- Promote a cooperative and mutually beneficial relationship between procurement, operations, and all ReStore support teams with the goal of creating a win-win partnership for all stakeholders
- Provide timely, thoughtful, and thorough donor stewardship
- Excite and inspire employees through your passion for customer/donor service and resale
- Maintain acceptable donation guidelines and standards
- Coordinate with ReStore Management Team to increase capabilities and capacity for accepting donations
- Provide guidance on logistics fluidity and efficiency in regard to route scheduling and product processing between the donation pick up and warehouse teams
- Manage merchandise flow across multiple locations as needed – including scheduling merchandise transfers, coordinating with other ReStores and potentially turning down donations that do not align with standards/space constraints.

THE IDEAL APPLICANT WILL HAVE THE FOLLOWING QUALIFICATIONS:

- Demonstrated sales success and goal attainment
- Demonstrated success in in-kind gift solicitation
- Leadership ability and previous project management experience
- Demonstrated initiative, ability to work with multiple teams, and ability to manage functional areas. Experience in managing multiple responsibilities simultaneously

- Strong professional written and verbal communication skills and outstanding interpersonal skills are a must
- Professional and cooperative manner and the ability to work with community leadership, board members and donors outside the organization
- Demonstrated passion for and understanding of the organization's mission, vision and values
- Progressive thinker and visionary with complete understanding of relationship management
- Ability to motivate others to produce quality materials with tight deadlines and simultaneously manage several projects
- Ability to participate in and facilitate team-oriented and group meetings
- Strong analytical, quantitative, problem-solving and technical skills
- High energy, clear goal orientation and strong work ethic
- Ability to represent Habitat for Humanity with diverse audiences
- Ability to work occasional weekends and evenings as needed.

EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent work experience
- Professional experience with 5 years' experience working in sales and/or fundraising
- Knowledge of the not for profit development, fundraising, business and civic community in the DuPage County area a plus.
- Working knowledge of Raiser's Edge donor management system and research methods for funding sources.
- Preferably familiarity with Habitat for Humanity and affordable housing
- Excellent interpersonal and intercultural communication skills; excellent oral communication and ability to participate in public speaking events.
- Excellent written communication, research, and organizational skills.
- Interest, enthusiasm, and affinity for sales and working with people.

The successful applicant will work well in diverse teams and with varied constituencies. The individual will be self-motivated, work well under pressure and be able to handle several projects at one time. The individual will have good judgment and, ideally, a sense of humor.

Please email cover letter and resume to: Jobs@dupagehabitat.org

*Qualified candidates will be contacted

*Please do not phone to inquire about application status

Habitat for Humanity is an equal opportunity employer