



Position Title: Procurement Manager

Home ReSource is a non-profit community sustainability center. We work with, in, and for the community to reduce waste and build a more vibrant and sustainable local economy. We collect and sell reusable materials, channel materials to those in need, provide meaningful work opportunities, and educate & inspire to promote a sustainable future.

Home ReSource is seeking a dynamic people manager with building trades or construction industry experience to lead our overall materials procurement efforts.

Job Summary: The Procurement Manager leads Home ReSource's efforts to secure donations of reclaimed materials and new building, construction, and home improvement materials for resale and donation to our community to support the development of a thriving circular economy. The Procurement Manager builds relationships with building tradespeople, construction-related retail stores, and the general public to ensure that the Home ReSource store is well stocked with materials to sell and construction materials are getting diverted from the dump.

Reports to: Executive Director

General Responsibilities

- Support and embody Home Resource's Mission, Vision, and Organizational Culture
- Support and embody Home ReSource's justice, equity and anti-racism values and guidelines
- Support and enforce Home ReSource's policies and procedures
- Help create a safe, positive, equitable, and learning work environment
- Coordinate and communicate effectively with all HR staff on relevant topics; maintain confidentiality as appropriate
- Problem-solve day-to-day challenges and maintain a learning stance
- Articulate what Home ReSource does, project a positive image, & help generate community support for all aspects of HR
- Have and use effective public relations & interpersonal skills
- Be accountable for yourself and your actions
- Work cooperatively and effectively with other staff, agencies, and professionals in the community

Position Responsibilities

Leadership & Management

- In collaboration with the Store Manager, lead and manage assistant managers and coordinators to develop and support effective materials & procurement operations. Directly supervises yard & warehouse coordinators.
- Hires, orients, and trains Materials & Procurement staff. Ensure staff have clear roles, expectations, work plans, and professional development opportunities as well as the tools, equipment, and resources they need to do their jobs well, and provide direct, timely feedback.
- Implement, train on, and promote best-practice Standard Operating Procedures for materials & procurement.
- Actively engage in manager-level activities across the organization, including staff team, retreats, professional development, fund- and friend-raising events, and annual and work planning
- Be a leader in the organization by communicating store needs and information, that programs support each other and are well integrated, and participating in high-level decisions that impact the store.

- Work with the store leadership team to communicate and implement store revenue generation strategies.
- Support the chain of communication – know who should address what issues; help staff communicate concerns, problem-solve, and take issues to the correct people to resolve.

Procurement & Materials Management

- Expand the number of material donors and volume of donated materials by establishing and growing relationships with current and potential material donors - contractors, developers, home/property owners, government agencies, businesses and the public - to ensure that Home ReSource reaches annual goals for material donations.
- Respond to donation inquiries, attend walk-throughs with prospective donors, and schedule routing for material pick-ups and deliveries.
- Track the inventory and valuation of items donated through pick-up services as well as the Donated Material Tracking program.
- Oversee material consignment and relationship with consignment partners, including tracking consigned inventory and sales in close collaboration with the Director of Finance.
- Ensure vehicle fleet and equipment are in safe and proper working order and are well maintained.

Facilities Management

- Coordinates overall facilities management to ensure facilities and equipment are well maintained, staff are trained in facility, equipment use & maintenance SOPs, and provide clear accountabilities regarding usage and repair procedures.
- Maintain facilities projects & maintenance tracking system that ensures time-sensitive and ongoing projects are addressed.
- Ensures that appropriate contractors are hired to fix or maintain facilities and equipment beyond the in-house skills set.
- Help ensure store use efficiencies and achieve reuse, waste reduction, and sustainability goals for the build-out.

Customer Service

- Ensure customers have a good experience, are assisted promptly, and handle customer concerns and complaints.
- Ensure consistent, fair pricing including training staff to do so.

Skills required

- Leadership and interpersonal skills, ability to positively and respectfully communicate with all people
- Ability to plan, design, and deliver excellent programs and services
- Manage and supervise staff, support Work Programs participants and volunteers
- Able to problem solve using team-building and conflict resolution skills
- Ability to manage complex materials-movement, facilities, and staff operations to achieve goals.
- Working knowledge of construction and building materials as well as the ability to identify hazardous materials.

Essential Functions

- Excellent verbal and written communication skills and ability to speak on behalf of the organization
- Ability to manage people, operations and achieve organizational goals
- Ability to work 40hrs/week in a fast-paced environment and be adaptable to rapidly changing circumstances
- Know & implement Home ReSource policies and procedures, including store SOPs

- Able to be on your feet and moving for long periods, work up to 10 hour days if needed, and move heavy/awkward building materials
- Competent with the safe operation of most power tools and ability to drive a forklift

Benefits

Generous paid vacation and holidays, paid family medical leave time, dental & vision insurance, additional wellness benefits, simple IRA Match or HSA Contribution, sustainable commuter benefit, store discount, up to 12 paid community volunteer hours per year, staff appreciation activities, and meals, chance to work with great people in values-based, triple-bottom-line business that works to reduce waste and build community, consideration for advancement into new positions in our growing green business, and more.

Minimum Qualifications

- Computer proficiency using Windows-based software (Word, Excel, Email, and Internet)
- Non-profit and/or retail administration, and management experience
- MT driver's license

Preferred Qualifications

- 2+ years of leadership or management experience
- Demonstrated knowledge of and commitment to materials reuse, zero waste, or the circular economy
- Ability to work with a variety of individuals of diverse ages, backgrounds, and abilities effectively and respectfully
- Demonstrated attention to detail and the ability to efficiently juggle the many priorities of a multi-faceted job
- Optimistic and team-oriented; works cooperatively and effectively with staff, agencies, and professionals in the community
- Experience with cash handling and point-of-sale systems
- Experience with sales strategy and implementation

Skill development and Performance Review

Home ReSource employees participate in all in-house training, and management-level staff attends at least one outside professional development opportunity each year. All Home ReSource employees undergo an annual performance review that includes feedback from supervisors, supervisees, and peers.

COVID-19 Considerations

Home ReSource is taking safety precautions during COVID-19. We require all staff to adhere to these safety precautions which may include but are not limited to: wearing a mask (PPE provided), washing hands upon building entry and frequently throughout the day, and following social distancing guidelines in and out of the workplace.

Starting Salary Range: \$42,000 - \$45,000.

How to Apply: Submit a resume and cover letter to jobs@homeresource.org. The position will be open until filled. Applications are reviewed upon submission. No phone calls, please.

Home ReSource will conduct background checks on all final candidates, and offers of employment are contingent upon those results.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Home ReSource will be based on merit, qualifications, and abilities. Home ReSource does not discriminate in employment opportunities or practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.

Home ReSource is committed to providing a safe environment that is free of discrimination and harassment. It is against Home Resource's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.