Title: Procurement Coordinator  
Schedule: Regular, full-time  
Department: Supply Chain  
FLSA: Exempt  
Reports to: Senior Director - Procurement

Ministry Function
The Procurement Coordinator supports the ministry of Convoy of Hope by serving as an extension of the Procurement Directors, maintaining relationships with current donors, and working to engage new donors.

Essential Duties & Responsibilities
1. Serve as administrative support for Procurement Directors including but not limited to:
   a. Processing incoming donations.
   b. Maintaining contact with assigned donors and assist with major donors as directed.
   c. Handling incoming phone calls regarding product donations.
   d. Completion of required donor reports, i.e., product verification, donor feedback reporting, etc.
2. Assist in developing prospective donors through research, and initiating contact by sending information packets, calling, and emailing.
3. Assist in donor appreciation initiatives.
4. Assist with all other duties as assigned.

Required, Knowledge, Skills & Abilities
1. Bachelor’s degree is preferred; high school diploma or equivalent is required.
2. 2+ years’ office experience is required.
3. Excellent written communication skills for creating, editing, and proofreading correspondence with donors and potential donors.
4. Ability to use a PC and software programs, including but not limited to Microsoft Outlook, Word, PowerPoint, and Excel.
5. Strong organizational skills, detail orientation, and follow-through.
6. Ability to multitask.
7. Excellent interpersonal communication skills and ability to quickly build rapport over the phone.
8. 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.
9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
10. 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: 11/17/2005  
Revised: 3/11/21