

GOODS BANK NEO - a new nonprofit in Cleveland

OPERATIONS DIRECTOR

Exciting opportunity with start-up nonprofit!



Goods Bank NEO helps nonprofit organizations achieve their missions by stretching their impact. It enables them to secure new goods at nominal cost to support their operations and/or ensure their clients have the items they need.

The Operations Director works collaboratively with Founders, Board, volunteers and community partners to set and achieve organizational goals. The Operations Director manages all aspects of the warehouse, inventory acquisition, storage and disposition required to support the Goods Bank mission. In close partnership with the Founders and Board, the Operations Director will be accountable for aligning resources and processes to best achieve our goals.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Operations: Manage and supervise day-to-day operations of the organization.

- **SPACE**

- Manage facility requirements including compliance, safety and health, facility maintenance, space cleaning, security, emergency procedures, and documentation.
- Set up and maintain Goods Bank warehouse so it runs efficiently for vendors, partners and volunteers, with an eye toward constant improvement.
- Maintain clean, safe and welcoming environment for volunteers and partners

- **PRODUCT**

- Acquire product mix that meets the needs of our partners in a cost-effective manner
- Monitor incoming and outgoing product costs to achieve self-sufficiency
- Ensure inventory levels are maintained to meet partner needs
- Develop and implement method to promote product availability and policies re: proper product usage

- **PEOPLE**

- Cultivate responsive and congenial relationships with product suppliers, member partners, volunteers, funders and other stakeholders.
- Ensure pleasant, positive shopping experience
- Reach out to partners when we have products they need
- Identify volunteer opportunities and recruit to fill the need

- Coordinate volunteer scheduling, onsite experience and follow up thank you
- Track volunteers and their activities

- **TECHNOLOGY and REPORTING**

- Oversee IT equipment and systems so that data tracking is accurate and consistent
- Ensure pricing, POS, and follow up runs smoothly and efficiently
- Prepare and comply with all Good360 reporting requirement
- Prepare weekly, monthly, quarterly and annual reports

- **FINANCE**

- Work with the Board to develop an annual Operating budget that supports the needs of the organization
- Manage and track spending throughout the year with a goal of being cash flow neutral or positive
- Work with bookkeeper to reconcile the books each month

REQUIREMENTS & QUALIFICATIONS

Successful candidates should have the following experience and qualifications:

- Proven track record of success in retail or related operations, including inventory, warehousing and data-tracking
- Use of Point-of-Sale and other operations/warehousing software
- Self motivated with ability to work independently to achieve needed results
- Ability to interact comfortably and professionally with volunteers, nonprofit partners, suppliers, donors and other key constituents
- Outstanding communication skills

SALARY RANGE: \$60-\$70,000

Please submit resume and cover letter to

hr@goodsbankneo.org

Applications will be accepted through June 10

To learn more, visit good360.org and check out Nonprofit Community Redistribution Partner Goods Bank NEO is an equal opportunity employer that values diversity.

Applicants will not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, or medical condition. All employment is determined on the basis of qualifications, merit and business need.