



Procurement Specialist Job Description

MedWish International is a not-for-profit organization that saves lives and the environment by repurposing surplus medical supplies and equipment, while providing humanitarian aid to individuals and organizations that administer care to people in need. Please visit medwish.org to learn more.

POSITION

Reporting to the Executive Director (ED), the Procurement Specialist (PS) will initiate, grow, and deepen strategic relationships, with a specific focus on supply procurement (more specifically equipment) and philanthropic contributions from manufacturer/healthcare donors.

RESPONSIBILITIES: (The following are not designed to contain or be interpreted as an exhaustive list of all duties, or responsibilities required of the employee assigned to this job. Management retains the discretion to add to or change the duties of this position at any time.)

OVERVIEW

Supply Procurement

- Identify external stakeholder connections that would strategically benefit MedWish's supply procurement. Focus champion relation efforts on securing critically needed supplies such as medical equipment. Increase the quality and quantity of overall supply donations.
- Strengthen existing supply donor relationships (healthcare locations and manufacturers) and rekindle faded relationships through in person meetings, phone calls, emails, letters, tours, presentations, etc.
- Conduct training sessions in healthcare settings to train on MedWish's donation guidelines and conduct visits as needed for reminders and re-education. This includes all levels of staff in these settings.
- Increase communications regarding MedWish's donation policies. Work with the Marketing & Communications Coordinator to update and improve the procurement page on the website and materials needed for outreach.
- Create and maintain data in MedWish's donor database pertaining to donor interactions, leads for potential partnerships, etc.
- Work with the ED to determine which meetings he/she should strategically attend and strategize the approach for the visit.
- Oversee a Procurement Committee of volunteers.
- Prepare and provide monthly reports to supply champions.
- Plan and execute an annual appreciation effort for supply champions.

Financial Donor Cultivation

- Identify philanthropic financial opportunities from supply donors such as grants, major gifts, or general donations. Work with the ED to strategize cultivation and facilitate financial donation conversations.
- Research interest areas of donors to prepare for an ask. Solicit financial gifts when appropriate.

Other Responsibilities

- Assist with facility tours and presentations.
- Assist with facility maintenance and cleaning needs as requested.
- Exhibit conduct that reflects MedWish's core values.
- Assist with mission critical projects such as clerical projects and the annual inventory audit.

- Conduct the monthly Safety Audit at least once per year.
- Assist with donation drop offs.
- Follow MedWish's health and safety protocols and standards, and promote a safe and productive work environment for all staff, volunteers, and visitors.

REQUIREMENTS

- Bachelor's degree or 3-5 years of experience in sales or healthcare.
- Reliable transportation for site visits at donor locations.
- Work select evenings and weekends on occasion for special events.
- Must pass a background check and drug screen.
- Ability to lift 25 pounds.
- Strong English written and oral communication skills with outgoing and patient demeanor.
- Strong computer skills (email, Internet research, Microsoft Office programs, and Google apps).
- Demonstrated resourcefulness in manage multiple priorities under pressure and under tight timelines, while proposing new ways of creating efficiencies.
- Flexible and a self-starter; able to multi-task while also being willing to "roll up the sleeves".
- Personal qualities of integrity, credibility, and dedication to the mission of MedWish.
- Must embrace the mission of MedWish International.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Ability to succeed in a fast-paced, non-traditional work environment.

This position is eligible to work primarily remotely. In-office presence will be required every other Wednesday and as needed for special projects/tasks. Consistent local travel to and from donor locations for meetings will also be required.

JOB TYPE: Hourly, Non-exempt | **SCHEDULE:** Part-time, 20 hours per week between Tuesday-Friday

To apply, please email your resume, cover letter, and completed [MedWish application](mailto:kfoster@medwish.org) to kfoster@medwish.org.