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JOB POSTING

POSITION TITLE: ReStore Procurement Manager

EMPLOYMENT TYPE: Exempt Full-Time Salaried

COMPENSATION: \$58,000–\$65,000 annually
Salary commensurate with experience and qualifications.

REPORTS TO: Assistant Vice President of ReStores

Position overview:

We are seeking a ReStore Procurement Manager to grow donation sourcing that supports inventory and revenue across ReStore locations. This role builds partnerships with retailers, contractors, manufacturers, and corporate donors to secure high-quality donated goods throughout the DC Metro area including Northern Virginia (NOVA)

Responsibilities:

1. Identify and secure new donation partners, including retailers, corporations, contractors, and manufacturers.
2. Build long-term donor relationships to increase donation volume and consistency.
3. Develop sourcing strategies that support inventory and sales goals.
4. Coordinate with store and logistics teams on pickups and donation flow.
5. Track procurement performance and adjust sourcing efforts based on inventory needs

DC Office
2115 Ward Court, Suite 100 Washington, D.C. 20037
Phone: 202.882.4600

NOVA Office
6295 Edsall Road, Suite 120 Alexandria, VA 22312
Phone: 703.521.9890 Fax: 703.521.9893

<https://www.habitatdcnova.org/>

Qualifications:

- 3+ years of experience in procurement, sales, business development, partnerships, or related field
- Strong negotiation, communication, and relationship-building skills
- Ability to analyze trends and make strategic sourcing decisions
- Proficiency in Microsoft Office, including Excel • Valid driver's license and ability to travel locally

Preferred:

- Experience in nonprofit, retail, supply chain, logistics, or CRM systems such as Salesforce

Benefits:

Competitive benefits include medical, dental, vision, retirement contributions, paid time off, and a mission-driven work environment.

To Apply:

Please submit a resume and cover letter with your desired hourly rate to John Cuevas or Nathalia Tobar at hr@habitatdcnova.org. Include "ReStore Procurement Manager" in the subject line. You may also apply online via our postings.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.