



WestSide Baby
basics for children in need

WestSide Baby, in partnership with our community, provides essential items to local children in need by collecting and distributing diapers, clothing and equipment.

**Strategic Partnerships Manager Job Posting
September 2018**

[WestSide Baby](#), an organization that provides essential items to meet the basic needs of children in western King County, is looking for an exceptional Strategic Partnerships Manager to identify, build, and strengthen WestSide Baby's overall operations by engaging in strategic partnerships with corporate, non-profit, collection site and drive partners able to donate product we'll pass on to provide basic needs items for children. This program has grown quickly in the year since it was created. The SPM will develop and execute the continued growth and engagement strategy for win:win partnerships. While overseeing these strategic partnerships from start through the delivery of the donation to us, the SPM will manage national and local logistics, establish appropriate storage facilities for bulk deliveries and distribution and ensure inventory is available across locations.

The SPM will also actively work with our internal Resource Development Team to support development and execution of a client and provider partner centered engagement plan furthering our connection to those we serve and ensure we are growing our social justice awareness and program execution.

WestSide Baby provides low-income, homeless and refugee families with the essential material goods they need to effectively care for their children. We are the only agency in western King County that provides free access to new and gently-used children's clothing, car seats and cribs, along with donated diapers and hygiene products. We then distribute them, free of charge, to families in need. We also leverage large-scale corporate partnerships to receive bulk donations of new items such as car seats, diapers and strollers for distribution to the families we serve.

This is an excellent opportunity for someone who is looking to join a committed, collaborative team at a time when the organization is primed for growth and greater impact. It is a full-time exempt position with some opportunities for flexibility in the work schedule and offering a generous benefits package. *This position is supervised by the Executive Director, will manage the department budget, participate on the Leadership Team and supervise 1-2 staff coordinator positions.*

Position Summary

Strategic Partnership Acquisition, Relationship and Program Management

- Assess inventory trends and develop a plan to engage with partners able to support gap areas
- Identify and connect with potential partners potentially able to help fill gaps
- Consider proposed partnerships, explore opportunities presented and execute appropriate next steps for engagement to support donations and transportation of donations

- Manage donation drives system, engaging corporations and individuals collecting items on our behalf
- Working with our internal Resource Development Team, steward strategic partners and collection sites and maintain a positive relationship before during and after engagement
- Oversee and grow a strategic Collections Site project to increase and support additional donation locations within other businesses
- Consider client families and provider partners as strategic partners and support initiatives to engage with both to further our large scale and immediate impact

Logistics and Inventory Management

- Provide leadership and manage logistics for accepting all large scale in-kind donations
- Manage ordering/purchasing of key (bulk) program equipment and supplies, preparing purchase orders, communicating with vendors and facilitating deliveries.
- Monitor bulk inventory and ensure available supply within budget constraints
- Oversee the management of current and future bulk item warehouse space and logistics
- When applicable, ensure all warehouse inventory safety procedures are developed, current and utilized
- Oversee management of inventory systems at all branches
- In collaboration with Community Impact Manager, ensure viable solutions to manage lacking and excess and seasonal inventory by identifying resources with non-profit partners to give and get
- Support warehouse year-end inventory
- Ensure transportation of inventory exchange locally between WSB and strategic partners, branches and collection sites with support of volunteers and supply chain staff
- Track Most Needed Items seasonally to forecast gaps when possible
- Manage the use of and coordinate the maintenance of WSB vehicles

Other duties as assigned.

Required* Qualifications

- Bachelor's degree and minimum 2 years management experience
- 4 to 5 years of nonprofit and/or sales/marketing/supply chain management experience
- Excellent internal and external communication skills
- Supply chain and logistics experience a plus
- Project management training with 1 year demonstrated experience
- Demonstrated success developing outstanding relationships with customers/supporters/partners
- Ability to work on multiple projects simultaneously and prioritize tasks and responsibilities
- Demonstrated leadership in a team setting working with staff, volunteers, and others to accomplish resource development objectives
- Demonstrated management skills, organizational skills and attention to detail
- Demonstrated ability to work independently, maintain self-motivation and persist in the face of obstacles
- Budget management experience
- Proficient in Microsoft Office

- Highly motivated, organized, creative, self-directed and flexible
- Positive attitude and sense of humor

* Different but transferable skills and experience will be considered

Physical Requirements

Must be able to occasionally physically stock shelves, move goods from one location to another and load and unload products; able to lift 25 lbs. repeatedly

Compensation

\$49k-\$52k DPE; generous benefit package, PTO and holiday pay available.

To Apply

Submit cover letter and resume addressed to Nancy Woodland, Executive Director, to employment@westsidebaby.org with Strategic Partnerships Manager in the subject line