



Hope & Comfort

Independent Contractor Position: Hygiene Product Procurement Specialist

Overview of Hope & Comfort

Hope & Comfort (H&C) is a 501(c)3 nonprofit organization founded in 2011. Our mission is to distribute basic hygiene items to support and improve the health, self-esteem, and hygiene education of school-aged children and young adults across Greater Boston. Our organization is poised for significant expansion and even greater impact in the coming years. H&C has distributed over 1 million hygiene products since our founding, and will distribute another 1.5 million hygiene products in 2020 alone. We moved into a 5,000 sq. ft. facility in Needham, MA in late 2018 to house our growing operations. Our work to eliminate hygiene insecurity continues to grow rapidly.

The Role

Title: Hygiene Product Procurement Specialist

Commitment: This is a part-time, remote, independent contractor position. Expected initial commitment is an average of 15 hours per week.

Compensation: Compensation is hourly, based on experience. As an independent contractor, this is not a position that carries health, retirement, or other benefits.

Summary of Core Responsibilities

Hope & Comfort, a rapidly-growing and unique non-profit 501c3 organization and leader in collecting and distributing basic hygiene products within Massachusetts (including our core products: deodorant, toothpaste, toothbrushes, shampoo and soap) is seeking a talented, creative, dedicated, and compassionate individual to source high-quality hygiene products in bulk at the lowest cost, including both in-kind (donated) products as well as bulk purchased products.

As Hope & Comfort continues to grow aggressively to meet the enormous but largely unmet need for basic hygiene products for those in need with the greatest impact, efficiency, and dignity to those we serve, building a reliable and scalable supply chain is essential. A critical part of doing so is the ability to procure an ever-growing number of high-quality products, both in kind and purchased, at the lowest possible cost. The **Hygiene Product Procurement Specialist** will report directly to the President and Founder as well as work closely with the Operations Committee (including Executive Director, Director of Operations, and a select group of Board members and Advisors) to accomplish this vital goal.

Responsibilities and Duties

- Work closely with President/Founder and Operations Committee to understand current and future demand for key hygiene products and ensure that H&C has the necessary quantities of core hygiene products to meet its current and future plans.
- Work to grow existing sourcing relationships as well as initiate and foster key new strategic relationships to receive in kind/donated products as well as purchase products from both traditional and non-traditional on and off-line local, regional and national distributors, retailers and manufacturers of our core personal hygiene products.
- Compare available goods with industry trends to determine appropriate pricing.
- Evaluate and negotiate contracts with vendors. Purchase goods or services that meet the quantity and quality expectations of the organization.

Qualifications and Skills

- Education: Bachelor's degree required.
- Previous work experience: Experience, contacts, and/or dynamic networks in the personal care products industry - including in traditional "off-line" and/or on-line retailing, distribution and/or manufacturing along with procurement, merchandising, sales, and/or other related positions is recommended.
- Candidate must possess the highest integrity and excel working both independently and in team environments.
- Communication: Strong verbal and written communication skills are required to both determine H&C needs and create constructive, unique, and strategic win/win relationships with vendors.
- Negotiation: Must be experienced and skilled in understanding industry price points and be able to negotiate effectively to receive in-kind or donated product and/or purchased product with the best available short- and long terms for all parties.

How to Apply

Interested candidates should send a cover letter and resume to Jeff Feingold, Founder & President, at careers@hopeandcomfort.org. Please make the subject of your email "Your First Name and Last Name – Hygiene Product Procurement Specialist." No phone calls please.

Hope & Comfort is an equal opportunity organization. We are committed to a culture of diversity and inclusion, where all of our stakeholders' identities are valued and respected. Hope & Comfort does not discriminate on the basis of race, gender, age, sex, handicap, religion, national origin, marital status, pregnancy, gender identity or expression, veteran status, or any other basis protected by applicable federal, state, or local law.