



Morningday Community Solutions - Operations Manager

Email resumes to: greg@morningdaysolutions.org

POSITION DESCRIPTION

If you're an experienced retail management professional, we have an opportunity to leverage those skills AND help others at the same time. Since 2010, Morningday Community Solutions has helped South Florida by supporting nonprofit organizations in our communities. We provide crucial products that area nonprofits need to accomplish their mission from building supplies to personal care items. Collectively our nonprofit members have saved over \$3 million dollars on needed products and supplies and we're partnered closely with Good360, the global leader in product philanthropy and purposeful. We're a growing, nonprofit organization that operates much like an entrepreneurial for-profit company and we are adding leadership to help with our growth.

Yes, you can make a difference!

As a Operations Manager you will:

- Manage all aspects of warehouse daily operations
- Supervise 4 full-time employees plus volunteers
- Manage all warehouse inventory
- Organize/Group, Test, Label & Price all donated merchandise
- Schedule all volunteer activity for warehouse, as needed
- Ensure timely pick-up/delivery of donated and purchased items
- Create and set-up merchandise displays
- Assist customers in warehouse with shopping, check out and loading vehicle
- Act as a single point of contact for all warehouse related inquiries
- Ensure integrity of invoicing process and procedures
- Assist nonprofit partners with project planning, as needed
- Review and update customer wanted items list in collaboration with Office Manager
- Provide recommendations for operational improvements
- Implement strategies that increase warehouse sales and customer service
- Provide, as needed, information and photos for PR & Marketing campaigns

What you will get from us!

- \$45,000 - \$60,000 annual salary
- Excellent opportunity for career growth
- Great work/life balance – M-F schedule
- Ability to lead without being micro-managed
- Chance to run a business – and do good
- Note: We do not offer insurance benefits at this time

What we need from you:

- A minimum of 5 years of successful retail management experience or equivalent

- Ability to successfully manage multiple tasks
- Positive attitude
- Entrepreneurial spirit
- Ability to operate a forklift or ability to learn
- Proficiency in MS Word, Excel and other related computer programs
- Ability to lift up to 50lbs.
- Comfort with some public speaking and networking
- Strong interpersonal skills
- Proven record of handling challenges calmly and professionally
- Strong oral and written communication skills
- Ability to work with persons of diverse backgrounds, skills and abilities
- A valid FL Driver's License
- Ability to drive 24ft box truck.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

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