

Procurement Manager
Bay Area Climbers Coalition

Bay Area Climbers Coalition Mission Statement:

The Bay Area Climbers Coalition is a volunteer run 501(c)(3) non-profit organization focused on preserving access to our local outdoor areas by actively fostering positive relationships with land managers, hosting stewardship events, and providing educational programming for the climbing community.

Position Summary:

Your primary responsibility will be to manage our merchandise, stewardship tools, and product donations. We're looking for a creative, dedicated person who is excited to develop this role. We are hoping to expand the types of merchandise we offer, and you will manage both the types of merchandise we offer and the relationships with the designers and manufacturers. You will work closely with the stewards to order and manage the tools used for stewardship events. You will also work with outdoor brands and retailers to manage the supply of product donations we receive for fundraising. The majority of the work can be done anywhere in the Bay Area, but you will need to occasionally pick up and drop off merchandise, stewardship tools, and product donations at our storage unit, which is currently located in Emeryville.

Key Responsibilities and Duties:

- Determine types of merchandise that BACC should offer, and work with designers and manufacturers to create that merchandise
- Work with stewards and the board to manage our stewardship tools and order new stewardship tools when necessary
- Build relationships with outdoor brands and retailers and manage our inventory of donated products for fundraising events
- Work with the Treasurer to create a budget for each aspect of the position
- Find reasonable and competitive prices for merchandise and tools

Qualifications:

- A background in creating cool merchandise and managing inventory is preferred, but not necessarily required for the right person
- Ability to work within a budget and meet deadlines
- Excellent written and verbal communication skills
- General all-around amazing person that is willing to jump in wherever they can to help move this organization forward

Time Commitment:

- 1 year commitment to position
- A consistent commitment of 6 to 8 hours per month is expected, but the time commitment could fluctuate during the year

- Attendance at monthly board meetings, in person or by phone - 1.5 to 2 hours per month