



St. Vincent de Paul
SOCIETY OF LANE COUNTY

Business Development Manager

Eugene, OR 97408

Pay \$24.00 per hour

Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Employee discount
- Employee assistance program

Schedule

- 8 hour shift
- Monday to Friday
- Weekend availability

Job description

Job Title: Business Development Manager

Department: Business Development

Reports To: Deputy Director

FLSA Status: Exempt

St. Vincent de Paul Society of Lane County (SVdP) is Lane County's largest human services non-profit. We seek to end the cycle of homelessness and alleviate poverty through waste-based enterprises like recycling, retail, and manufacturing.

The purpose of this role is to support the development and implementation of the agency's economic development projects, with a focus on mattress recycling in OR and CA.

This position requires the ongoing development of a framework of policies, processes and procedures that the organization will use to achieve its economic growth and sustainability objectives. This person will be working closely with DR3, our CA mattress recycling department.

The DR3 team oversees and executes tasks related to our mattress recycling facilities located in CA (Woodland, Livermore, and Stockton). This work includes logistics, personnel, facilitating trainings, ensuring policies & procedures are followed, and equipment research. This position would directly aid the DR3 Operations Manager.

The person in this role should be a self-starter, ethical, and direct communicator. They should have an interest in project management and improving policies/procedures to create safe and equitable workplaces. They should be prepared to work in diverse and fast-paced environments where safety comes first. They should have management experience, value teamwork and be comfortable working with multilingual populations and diverse backgrounds.

Essential Responsibilities:

Supporting DR3 Manager (75%)

- Learn mattress recycling process
- Support hiring process
- Field calls from CA sites and provide a variety of support
- Find quotes and research pricing for equipment
- Review Policy and Procedures regularly to ensure correct process is happening
- Develop and advise on trainings for staff and new hires
- Support DR3 team with tracking all commodities coming and leaving
- Conduct internal audits on daily reports and data entry for accuracy

Supporting Business Development Team (25%):

- Plan and execute quick-turnaround projects
- Manage and lead Business Development Department staff
- Financial viability analysis of current and past projects
- Research and development of new revenue-generating opportunities

Other desired characteristics:

- Strong interpersonal and writing skills

- Bilingual: English/Spanish preferred
- Confident, optimistic, professional, resilient and positive
- Ability to keep confidential information in regards to recordkeeping
- Ability to work independently, as well as in a team
- Must be dependable, able to prioritize tasks, and be flexible with changes in job duties
- Creative, proactive, strategic, detail-oriented and consistent with a strong commitment to excellence
- Ability to work under pressure
- Ability and willingness to work occasional evenings and weekends as needed
- Ability and willingness to travel as required to meet the needs of the job

Personal characteristics

Should demonstrate competency in:

- **Behave Ethically** - Understand ethical behavior and business practices. Ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.
- **Build Relationships** - Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively** - Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork** - Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Organize** - Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

Required Experience:

- 2+ year management or team leadership experience
- Basic computer skills including typing, Microsoft Excel, Word, and Outlook
- 1+ year in customer service setting

· High School Diploma or equivalent education level preferred

What SVdP Lane County and DR3 will provide:

If the above job description sounds like a great fit for you, we would love to have you join our team. We promise to provide you support and training as you learn this unique industry of mattress recycling and nonprofit business development. It will be a fast-paced and exciting role. When you join our team you will be joining a network of over 600 employees! We are dedicated to improving our non-profit, community, and world.

HOW TO APPLY

If you feel you are qualified and want to apply for this position please submit application and resume at <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply

.