

Technology Acquisition Coordinator

Job Description



Department:	Receiving & Recycling	FLSA Status:	Exempt
Reports To:	Manager of Receiving & Recycling	Physical Strength:	Light/Medium
Salary:	\$50,000 - \$55,000	Class:	Non-Union

Summary

This position is responsible for building meaningful partnerships with potential corporate donors and maintaining relationships with existing donors. They will work closely with internal stakeholders to determine current and future technology needs. The primary focus of this role is to increase technology donations to help meet the growing demand within the community by performing the following duties:

Essential Duties

1. Promote Free Geek's services by reaching out to any entity which could possess technology that will help Free Geek achieve its mission. This includes small and large businesses, corporations, educational institutions, municipalities, Federal Agencies, organizations, and other nonprofits.
2. Prospect new corporate partners and cultivate existing partnerships.
3. Serves as the primary contact for corporate technology donations by responding to email, phone, or other inquiry methods from both current and prospective partners across all business verticals.
4. Coordinate the R&R team as needed with projects and training.
5. Respond to messages sent to our email lists.
6. Assists the Manager of Receiving and Recycling with logistics of planning for pickups and collection events.
7. Audit pickup records to ensure accurate invoicing and timely distribution of donor receipts and other paperwork.

Job Duties

1. Builds relationships with key stakeholders within organizations while managing and supporting the technology acquisition process and meeting technology donation goals and building a growing pipeline of corporate donors.
2. Communicate clearly and consistently with Free Geek staff who are directly impacted by the duties of this role.
3. Understand and articulate Free Geek's data security commitments, logistical methods, benefits of working with a 501(c) 3, as well as the corporate, social and environmental impacts of our reuse and recycling programs.
4. Increases corporate partner participation in technology drive events and launch new events as needed.
5. Use sales techniques to promote Free Geek and our mission in order to bring in new technologies.,
6. Identify and remove potential barriers to technology donations with new or current donors..
7. Audits existing documentation and creates new documentation as needed.
8. Provides any necessary training for FG R&R staff regarding new or existing policies or procedures.
9. Schedules pick-ups and/or drop-offs of technology donations using a shared calendar and while interfacing with other key stakeholders at Free Geek.
10. Develop, improve, and maintain up to date spreadsheets for tracking technology pick-ups, drop-offs, and certificates of data destruction. Track, correlate, and send invoices and receipts to donors.
11. Track contract expiration dates with our partners and inform the Manager of Receiving and Recycling and the Director of Technology of any necessary actions.
12. Keep up to date on corporate communications using Free Geek's current CRM.
13. Develop and maintain consistent communications with all corporate partners.
14. Works collaboratively in a team environment with a spirit of cooperation.
15. Other duties as assigned.

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Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education & Experience

One-year related experience and/or training; or equivalent combination of education and experience related to business development and/or direct sales.. Aptitude for and interest in, the economics, logistics, technology, and/or best practices regarding ITAD (Information Technology Asset Disposal) as a service. Enthusiasm for innovation and working towards making regular, positive improvements to any process that they directly influence. Customer service experience, preferred.

Certificates, Licenses and/or Registrations

Valid driver's license and acceptable driving record preferred.

Language Skills

Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Organizational Skills

Ability to maintain effective organization of communications and delegated duties.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Computer Skills

The position requires intermediate computer skills. Must be adept at using the following types of applications: spreadsheets, graphics editing, word processing, presentation creation/editing, communicating by email. Experience using software for scheduling, report writing, project management, and database entry preferred. Experience using Salesforce is preferred.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Travel

The position will have less than 25% expected travel to conferences and trade shows.

Employee Signature:	Date:
Employer Representative:	Date: