



Manager of Operations and Logistics
Reporting to the Executive Director

ORGANIZATION OVERVIEW

Mobility Worldwide is a non-profit and faith-based organization dedicated to providing life-changing mobility solutions to individuals in need. Founded in 1994, we have spent the past 30 years developing, producing, and distributing our innovative Mobility Carts to over 100 countries. These hand-cranked carts are specially designed for rough terrain, offering a durable and reliable means of transportation for individuals who cannot walk.

Our mission is to further enable people with the freedom of mobility, enhancing their quality of life, independence, and ability to participate in their communities. Throughout our three decades of service, we have transformed the lives of thousands of individuals, giving them the ability to attend school, work, and engage in social activities. As we recently celebrated our 30th anniversary, we reflect on our impact and look forward to expanding our reach even further. This milestone is a testament to the dedication of our supporters, employees, volunteers, and partners who have made our mission possible.

POSITION DESCRIPTION

Ensure efficient distribution of Mobility Carts and other mobility devices to those in need by overseeing the supply chain process in a collaborative way with NGO partners, both domestically and internationally. The Manager of Operations and Logistics is accountable for ensuring and coordinating timely and cost-effective transport of Mobility Carts from the Affiliate production sites to the ultimate recipient abroad. Additionally, the Manager serves as the primary liaison to U.S. based affiliates and leads organization of occasional gatherings, such as quarterly meetings (virtual) and the Annual Conference (in-person). This individual will be successful through the development of refined and detailed systems, clear communication, partnership development, relationship management, and strong attention to detail. This position reports directly to the Executive Director.

RESPONSIBILITIES

- Leverage relationships with NGO partners to increase distribution capacity.
- Work with NGO partners to ensure they have the knowledge and capacity to successfully import and distribute Mobility Carts and other devices into a foreign country.
- Assist affiliates and partners in working with international freight forwarders to get initial transportation quotes for proposed overseas container shipments and then guiding the process to ensure success.
- Manage relationships with external vendors and partners to ensure the full network of affiliates are well supported in accessing materials and services.
- Monitor Mobility Cart inventory among affiliates to fulfill requests from NGO partners.
- Prepare monthly inventory and shipment reports via Salesforce.
- Develop tracking matrices that promote transparency into logistics operations.
- Lead organization and coordination of Mobility Worldwide's Annual Conference.
- Participate in staff and volunteer committee meetings.



- Manage documentation on Mobility Cart specifications, adaptations, and proposed changes.
- Monitor and maintain forecasting systems for Mobility Cart requests, shipments, and distributions.
- Occasional domestic and international travel will be required.

QUALIFICATIONS

- Bachelor's degree or equivalent experience in business, international development, or related field.
- Minimum of 3-5 years of experience in logistics or supply chain management.
- International experience will be prioritized.
- Knowledge or understanding of working within a nonprofit.
- Extensive experience with various tech platforms and skilled in developing cloud based monitoring systems for supply chain.
- Understanding and working knowledge of humanitarian work within major faith groups around the globe, is desired.
- Excellent written and verbal communication skills.
- Well versed in Google Workspace.

SALARY AND BENEFITS

The anticipated range for this position is \$65,000-\$75,000/year with no benefits provided to the employee. The employee will be provided with 20 days of paid vacation and paid leave during all federal holidays. This will be a full-time remote position that will function under at-will employment and requires authorization to work in the United States. Mobility Worldwide is committed to creating a diverse, inclusive, and welcoming workplace. We are proud to be an equal opportunity employer and we encourage all qualified candidates to apply.

Please submit your resume (two pages maximum) and cover letter (one page maximum) in PDF format to jobs@mobilityworldwide.org