

Cultivate

2206 Pearl St. Boulder CO, 80302 | 720.638.9123 | cultivatepcg.com

Full-Time, Local

Director of Purchasing

Company Overview

In 2010, Cultivate introduced a better way to gift that companies and recipients could benefit from: invite people to select a gift of their choice. Since then, our team of Gifting Experts has evolved the industry and become a trusted partner for a growing portfolio of Fortune 1000 clients like IBM, Verizon, Boeing, and Charles Schwab.

After a decade of successful On-site Gifting, we launched an all-in-one Online Gifting Platform designed to help companies deliver appreciation to people's inboxes while leveraging data, tech, and savvy tools to track and measure their Return On Appreciation. Now, we have a unique opportunity to offer a variety of gifting solutions to our existing clients, new markets, and the \$240B+ corporate gifting industry in the US.

As we head into our next decade of growth, Cultivate is recruiting across multiple teams and looking for innovative people to join our team and start-up environment that's backed by 12+ years of success. If you want to put your skills and talents to use helping companies create meaningful connections through gifting, and have the grit and determination to help further our company mission, we'd love to hear from you!

What We Need

Cultivate is currently recruiting a full-time Director of Purchasing. This individual must have a passion for consumer products and an eye for identifying the hottest brands on the market. At Cultivate, we always deliver a choice of options to gift recipients, so curating the most amazing selection of items for people to select from is key to our success. With this philosophy in mind, this individual will lead a dynamic team in a fast pace, start-up mentality environment to manage all aspects of curating gift collections, ordering all products from brands/suppliers, and managing all supply partnerships. As the leader of Cultivate's Purchasing team, this position will report directly to the President and Integrator. The ideal candidate will possess strong negotiation skills, influence all stakeholders, demonstrate the ability to execute, and meet deadlines.

What You Will Do

- Collaborate cross-departmentally, with the sales team in particular, with a "yes mentality" approach to balancing client requests with our mission to deliver a Return on Appreciation
- Source, evaluate, and select online suppliers, negotiate supply contracts and monitor the quality and timeliness of materials and services supplied and similarly assist with on-site suppliers
- Closely monitor the marketplace for new brands and products and champion the never-ending challenge of offering the best collection of gifts to our clients
- Seek out and adopt the use of new software and systems to improve efficiencies across the department to help us scale
- Lead performance management efforts, provide formal annual reviews, provide recognition for effective performance
- Develop annual team and individual goals consistent with Cultivate organizational objectives
- Execute decisions, and develop processes that promote efficient internal and external strategies
- Understand operational needs and how to maximize company spend
- Meet regularly with respective departments to aid in purchasing process and understanding
- Assist Purchasing Manager, when needed, with structuring incoming custom sales requests for proposals
- Set clear deadlines and prioritize multiple tasks simultaneously for the department
- Prepare and maintain weekly and monthly data reports for reporting to the Leadership team and suppliers while utilizing data to better inform how we build gift collections in the future.

Must Haves

- Bachelor's Degree
- At least 5 years of management experience leading a team of 4 or more
- A strong voice in leadership
- Advanced knowledge of Excel, PowerPoint, and Google Suite
- Experience working and partnering with a sales team
- Strong mathematical aptitude
- Ability to interpret, analyze and summarize data for Purchasing and Leadership team
- Detail-oriented and able to complete assigned tasks quickly and accurately without requiring follow-up
- Highly organized, self-motivated
- Strong oral and written communication skills, ability to interface with suppliers, clients, and guests regularly
- Client-focused attitude

Standout Skills

- Change management and continuous improvement methodologies
- Experience establishing goals, tactics, work plans, and adjusting metrics to achieve desired outcomes
- Strong ability to develop and execute
- Strong ability to influence multiple stakeholders with negotiation skills

Compensation and Benefits

- Annual salary of \$107k - \$130k, depending upon experience.
- Benefits include:
- 401k Plan a 4% employer match
- Insurance plans (health, vision, and dental)
- Employer monthly contribution of \$250 to medical premium
- EAP
- Paid time off, including seasonal half-day Fridays
- 9 paid holidays per year
- Employee recognition programs
- Referral bonus opportunities