About the Epilepsy Foundation of Minnesota

One in 26 people will develop epilepsy in their lifetime. Founded in 1954 and headquartered in Saint Paul, the Epilepsy Foundation of Minnesota (EFMN) offers services for people with epilepsy and seizures across Minnesota and boarding communities. We are a mission-driven organization working to educate, connect, and empower people about issues surrounding epilepsy and seizures.

We lead the fight to overcome the challenges of living with epilepsy and to accelerate therapies to stop seizures, find cures, and save lives.

Position Overview

Manages the operations for the Donated Goods social enterprise to meet the revenue goals of EFMN. Creates operational efficiencies, fosters a positive donor experience, and pursues growth opportunities.

Essential Functions

Business Operations

- Oversees all aspects of the business including personnel, donation sites, equipment, insurance, and contracts.
- Develops and maintains an efficient staffing operation plan.
- Hires, trains, supervises, and terminates supervisory-level staff and others as needed.
- Oversees the collection of relevant data to inform business decisions and opportunities.
- Optimizes technology to find efficiencies, reduce costs, and accurately track data.
- Ensures that the donor experience is positive at all touchpoints.

Budgeting and Analysis

- Develops and is accountable for meeting the annual net revenue goals.
- Strategically adjusts forecasts and operations to ensure financial goals are met.
- Works closely with executive leadership to align Donated Goods goals and operations with those of the broader EFMN organization.
- Serves as staff liaison to the Donated Goods Committee in partnership with ADE of Ops.
- Monitors financial reports for accuracy and budget trends.
- Leads staff so that all personnel, operations, and planning move in synergy toward achieving financial goals.

Strategic Direction

- Creates the business plan and identifies performance metrics for measuring progress.
- Collaborates with marketing department on solicitation to align communication strategies.
- Uses data to identify key issues and make decisions.
- Continually refines and improves business practices to maximize earnings and ensure efficient operations.
- Researches and negotiates favorable contracts for the sale of collected goods, as well as contracts for truck leases, and various other services.

Other duties as needed or required.

The Epilepsy Foundation of Minnesota is an Equal Opportunity Employer
Position Requirements

- Bachelor’s Degree in business or related field and five years management experience in business and logistics.
- Proficient in Microsoft Office Suite.
- Experience managing a team of fifteen or more employees.
- Demonstrated knowledge of business development and budgeting.
- Ability to read financial statements and understanding of basic accounting practices.
- Critical thinker with demonstrated ability to analyze complex business situations including ability to analyze reports and develop action plans to increase efficiencies.
- Demonstrated ability to work with a wide range of individuals of varying abilities from diverse racial, ethnic, developmental, and economic backgrounds.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit and/or stand for up to 8 hour periods of time. Ability to stand, walk, reach, bend and kneel.
- Ability to lift 20 pounds frequently and 50 pounds occasionally.
- Ability to look at a computer monitor, utilize a keyboard and mouse or equivalent equipment for up to 8 hours per day.

Supervision Exercised

Directly supervises managers and indirectly supervises drivers and call center staff.

Travel

Regular travel within the 9 county metro area. Occasional travel throughout MN and out-of-state travel.

How to apply:

Qualified candidates should submit a cover letter and resume all in one document (PDF preferred) to careers@efmn.org. This position is open until filled.