

State Expansion Coordinator-Inventory Job Description

Healthy Birth Day, Inc. (HBD) is a 501(c)(3) nonprofit organization dedicated to the prevention of stillbirth. We foster a welcoming and inclusive culture and are best known for the *Count the Kicks* public health awareness campaign, which educates and empowers expectant parents to track their baby's movements during the third trimester of pregnancy. Our goal is to save 7,500 babies from preventable stillbirth in the U.S. each year and to reduce racial disparities that persist in birth outcomes.

The State Expansion Coordinator-Inventory will assist with the coordination and execution of State Expansion deliverables **focused primarily on supporting the Count the Kicks material order process via our website and fulfillment and inventory coordination. The skills required for this role are strong attention to detail, proficiency with digital tools, strong time management, and ability to perform within tight deadlines.** Our final candidate will report to the State Expansion Director. An ideal candidate for this role is a self-starter who has juggled multiple priorities in a fast-paced environment, maintained professionalism, and has excellent interpersonal skills.

Roles and Responsibilities:

- Maintain educational materials store on our website
 - Update existing product listing descriptions, including out of stock updates and adding new product listings
- Process orders from back end of website
 - Send orders to fulfillment partner
 - Enter orders into CRM database
- Timely communication with customers to track and resolve all order issues, communicating effectively with both customers and fulfillment center.
- Maintain Internal Inventory Board
 - Monitor restocking of products to maintain sufficient inventory
- Coordinate execution of inventory-related state expansion contract deliverables, including but not limited to
 - proofing printed materials and communication with partners as necessary
 - onboarding new inventory items onto our website
 - toolkit fulfillment
 - mail, email and call campaign execution, including:
 - Create, sort, and maintain communication lists
- Increase customer orders
 - Utilize existing contacts, and search for new hospitals, clinics and health systems, to increase orders for printed materials through effective outreach communication
 - Regularly review customer lists to identify potential new connections and share these leads with appropriate staff for outreach fostering opportunities for increased business growth and client engagement.
- Organize and fulfill inventory orders for HBD staff and volunteer projects
 - Clear communication on timeline and expectations
- Assist with the creation of reports by sharing data metrics for partners
- Share note-taking and meeting agenda responsibilities
- Cross-train with other State Expansion Coordinators
- Other duties as assigned

Must Haves:

- Strong desire to improve birth outcomes
- Strong interpersonal skills
- Strong data management skills
- Experience working in a fast-paced work environment with tight deadlines
- Highly organized and self-motivated
- Proficient in digital literacy: Word, Excel, PowerPoint, Zoom and Google Drive at a minimum; Preferred basic skills in Salesforce and WooCommerce
- Ability to be flexible to handle multiple priorities
- Ability to work independently and as part of a team
- Good written and verbal communication
- Positive attitude and a commitment to diversity and inclusion

Education and Experience:

- Associate's Degree or equivalent in public health, business, sociology, communications, health equity, health services administration, or related field preferred
- 1-3 years experience in similar role

Physical Requirements:

- Ability to lift 25 pounds on occasion; sit or stand at a desk for long periods.

Start Date: May/June 2024

Travel: Not expected outside of the Des Moines metro area.

Hours: 35-40 hours/week, non-exempt

Salary and Benefits: \$21 to 23/hour depending on experience, comprehensive health benefits package, short-term disability, long-term disability, life insurance, employee assistance program, discount programs, 11 paid holidays and paid time off. Opportunity for an annual bonus if goals are met or exceeded during annual review.

Location: Office located in Clive, Iowa (Des Moines metro area) with Hybrid work environment.

How to Apply: Send cover letter, and resume to employment@healthybirthday.org with the subject line "State Expansion Coordinator - Inventory".

We value diversity, equity, and inclusion and recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of knowledge and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply. Let us know if you require accommodations during the interview process.

Healthy Birth Day provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, pregnancy or any other characteristic protected by federal, state or local laws.