



## Job Opportunity

Company	Global Trade Jobs
Job Title	Manager of Purchasing and Export Compliance
Location	Arlington, VA
Salary Range	70k - 100k
Relocation Assistance	No

### **Job Description / Responsibilities / Requirements**

Are you looking to make a difference in the world by helping to advance freedom and democracy? Are you energized by working at the intersection of US foreign policy, global humanitarian impact, and entrepreneurship? Spirit of America is the only nonprofit organization that works alongside US troops, diplomats, and local allies to bring American goodwill, humanitarian assistance, and other aid to where it's needed most in the world.

Spirit of America seeks an exceptional, mission-driven individual to serve as our Manager of Purchasing and Export Compliance. Reporting to the VP of Administration and Legal Affairs the Manager of Purchasing and Export Compliance will collaborate with multiple team members, leaders, and stakeholders, participating wherever necessary to ensure smooth, efficient operations. This is an opportunity to support a high-performing team that is making a unique contribution to America's security, prosperity, and leadership in the world. The preferred location for the position is at Spirit of America's headquarters in Arlington, Virginia.

### **Key Responsibilities**

- Responsible for daily procurement and logistics operations including negotiating price and terms, vendor and partner vetting, and vendor relationship management.
- Implement procedures, processes, and training consistent with SoA policies and USG rules and regulations.
- Serve as point person for SoA's International Traffic in Arms (ITAR) Compliance Program to include standardizing and maintaining the

compliance processes, databases, operating procedures, and reporting schedules.

- Serve as the internal subject matter expert licensing and export processes, regulatory requirements (DDTC-ITAR, BIS-EAR, FTR) and related risk management.
- Coordinate with departmental point of contacts to assure needed paperwork (i.e. End-User Statements, DSP-83, etc.) is secured and accurate.
- Troubleshoot vendor issues (i.e. delivery issues, damaged goods, payments, credits, etc.).
- Manage contracts throughout the contract life cycle to include providing notice of cancellations as needed.
- Prepare bid packages and requests for proposals as appropriate under SoA policy.
- Track status of purchase orders from issuance through delivery and acceptance; open purchase orders to be tracked until exhausted or otherwise closed.
- Assist in investigating potential violations of US export regulations and/or company policy.
- Support VP of Administration and Legal Affairs in the areas of General Administration and Office Management.
- Other duties as assigned.

## **Requirements**

- Minimum 5 years national and international logistics operations and compliance experience preferably in the military or government sector.
- Bachelor's degree required, preferably in business administration, public administration, supply chain management, or financial management.
- Skilled in contract negotiation and vendor evaluation.
- Ability to interact effectively with administrative officials, vendors, legal counsel, and staff.
- Proficient with export rules and regulations governing the movement and licensing of items under ITAR/EAR/ and other US export regulations.
- Experience in establishing Standard Operation Procedures for Logistics/Export Compliance programs.
- Experience in working and liaison with Directorate of Defense Trade Control (DDTC) in export compliance issues regarding ITAR-controlled goods.
- Ability to, with minimal supervision, handle multiple projects simultaneously with high volume and complexity, necessitating time management, multitasking, and organizational skills.
- Experience working with Sage Intacct is preferred.

- Ability to set priorities, plan and organize tasks and deliverables as needs evolve.

### **To express interest in this position**

Please submit your resume and a cover letter indicating why you are interested in this position and Spirit of America here.

### **Spirit of America**

Spirit of America is a 501c3 nonprofit citizen service organization. We are citizens serving the nation, doing our part to preserve America's freedoms and support those who serve America abroad. Our purpose is to ensure the ideals of life, liberty, and the pursuit of happiness prevail, and all who seek a free and better life are able to achieve it. This is patriotism without politics.

Spirit of America was founded in response to the attacks of 9/11. Our mission is to support the safety and success of Americans serving abroad and the local people and partners they seek to help. We are officially approved by Congress and the Department of Defense to work alongside deployed US troops and provide private assistance in support of their missions.

Spirit of America helps those who serve our nation abroad return home safely and proud of their success. We help our troops and diplomats build trust and goodwill, prevent conflict, and strengthen America's security. Our work saves lives and limbs. In the world's toughest places, people experience the best of who Americans are and what we stand for.

[www.spiritofamerica.org](http://www.spiritofamerica.org)

Spirit of America is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, gender identity, age (40 and over), pregnancy (including childbirth, lactation, and related medical conditions), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

### **Contact Information to Apply**

<https://www.globaltradejobs.com/Employment/ListingDisplay.aspx?lid=4429>

