



Job Title	<i>Director Logistics</i>
Reports To	<i>Chairman of the Board</i>

Job Purpose:

The Logistics Director has overall responsibility for inventory / merchandise ordering and management and flight day Send Off activities.

Duties and Responsibilities:

The Director of Logistics is responsible for the following tasks:

- Determine spring and fall clothing and merchandise order volumes.
- Maintain historical clothing data from flight rosters.
- Issue purchase orders, review and approve all purchase orders drafted by the Logistics Team.
- Oversee Send Off tasks and pre-flight setup.
- Provide oversight for wheelchair inventory and maintenance.
- Create logistical, ordering and inventory management Standard Operating Procedures.
- Create and maintain Send Off Layout Map.
- Monitor and make product changes to Badger Honor Flight (BHF) Lands' End Storefront.
- Interact with Vendor Community, BHF Storefront Lands' End Support Staff, BHF Volunteers, Veterans and Guardians.

Qualifications:

The Logistics Director must display the following skill set:

- Good interpersonal skills
- Attention to detail
- Computer literate
- Organized
- Self-motivated
- Responsible

Working Conditions:

The Director of Logistics will need to provide their own computer, laptop or tablet and a printer along with internet access and the ability to store documentation. BHF utilizes Microsoft Office 365 and Adobe Acrobat Reader for daily tasks and communication.



The Logistics Director is a volunteer, unpaid position requiring a 3 year commitment; 2 years as an active Director and 1 year as emeritus in a support role.

The Badger Honor Flight (BHF) clothing inventory, merchandise and wheelchairs are currently stored at the airport. BHF does not have a physical office, so daily support is provided remotely from a personal residence or other location.

Dependable transportation is required to meet with vendors and haul merchandise between suppliers and the airport. BHF does not reimburse staff for airport parking or mileage.

The time commitment for this position varies month to month and is greatest during the spring and fall flight seasons.

Physical Requirements:

The Logistics Director position requires the ability to lift 30 pounds to overhead shelving units. Flat carts and dollies are used to move materials to/from vendors and events. Boxed products are loaded /unloaded from personal vehicles.

Direct Reports:

The following positions report to the Director of Logistics, with additional staff reporting to two positions:

- Send Off Point of Contacts (2)
- Inventory Tracking Lead (1)
- Merchandise Inventory Coordinator (1)
- Apparel Inventory Coordinator (1)
- Wheelchair Manager (1)
- Logistics Tech Support (Open)