



Purchasing Manager (Non-Profit)

Location: Fort Lauderdale, FL

Salary: \$75,000 – \$90,000 (depending on experience)

About the Role

We are a government-funded nonprofit seeking a **Purchasing Manager** to oversee procurement activities in compliance with Florida statutes. Most purchases are under the \$35,000 threshold, with a few formal procurements annually and occasional complex contracts—especially software/vendor negotiations.

Key Responsibilities

- Manage purchasing activities and ensure compliance with Florida regulations
- Conduct limited public procurements and manage routine purchasing
- Lead vendor negotiations, including software contracts with complex terms
- **Partner with the CAO and General Counsel on contracts and compliance**
- Collaborate with staff, vendors, and stakeholders to gather requirements
- Train staff and improve procurement processes

Qualifications

- Experience in procurement, contract management, or similar role
- Knowledge of public purchasing or government-funded environments
- Strong negotiation and communication skills
- Ability to work independently and across departments
- Supervisory or training experience preferred

What We're Looking For

A curious, resourceful professional who can navigate regulations, solve problems independently, and communicate effectively with staff, vendors, and leadership.

Benefits

- Competitive salary based on experience
- Health, dental, and vision insurance
- Paid time off and holidays
- Retirement plan options
- Supportive, mission-driven work environment