



**RAPPAHANNOCK
ELECTRIC COOPERATIVE**

RELIABLE • AFFORDABLE • FOCUSED ON YOU

DIRECTOR – PROCUREMENT & MATERIALS MANAGEMENT

FREDERICKSBURG, VA



POSITION PROFILE

Rappahannock Electric Cooperative (REC) is seeking a **Director – Procurement & Materials Management** who will participate in and be a part of the operational management team where cooperative challenges are recognized, discussed, and solved.

Serve as a key member of the operational management team, addressing cooperative challenges and aligning departmental strategies with organizational goals. Collaborate with leadership to implement the cooperative's strategic plan, communicate it to employees, and ensure procurement and inventory functions are fully represented. Provide strategic oversight for procurement, warehousing, contracts, and mailroom operations while fostering efficiency, cost-effectiveness, compliance, and stakeholder satisfaction.

ROLES AND RESPONSIBILITIES

Procurement Strategy & Leadership

- Develop and implement procurement strategies aligned with cooperative goals and operational needs.
- Lead a high-performing procurement team to ensure effective sourcing, negotiation, and supplier management.
- Manage the purchase of goods and services across multiple categories, ensuring cost efficiency and quality.
- Negotiate favorable supplier terms, pricing, and delivery schedules.
- Drive cost-saving initiatives to improve total cost of ownership.
- Maintain investment recovery procedures that promote goodwill between the cooperative and customers.
- Ensure all purchasing comply with RUS guidelines and sound business practices.

Warehousing & Inventory Management

- Direct all warehouse operations, ensuring optimal storage, handling, and distribution of materials.
- Implement best practices to improve productivity, reduce costs, and meet service levels.
- Maintain compliance with safety, regulatory, and environmental standards.
- Optimize warehouse layout, staffing, and inventory systems for maximum efficiency.
- Oversee forecasting, inventory control, and replenishment processes to maintain adequate stock levels.

Team Leadership & Development

- Lead and mentor procurement and warehouse managers, fostering a collaborative and results-driven culture.
- Set objectives, coach team members, and conduct performance evaluations.
- Promote professional growth through targeted training and development.

Collaboration & Stakeholder Engagement

- Partner with senior leaders in Operations/Construction, Finance, Regulatory, Member Services, and Engineering to align strategies.
- Provide input on product introductions, promotions, and inventory initiatives.
- Support supply chain and logistics operations, including transportation and distribution planning.

Budget & Cost Management

- Manage budgets for procurement and warehousing, controlling costs and achieving KPIs.
- Monitor financial performance, analyze trends, and adjust strategies to meet cost reduction and efficiency goals.

Risk Management & Compliance

- Identify and mitigate risks in supply chain, supplier performance, and inventory management.
- Maintain procurement and warehouse management policies per RUS guidelines and best practices.
- Ensure compliance with all legal, regulatory, and REC standards.
- Build strong relationships with other cooperatives, utilities, and Old Dominion Electric Cooperative.

Contract Management

- Draft, review, and negotiate contracts (vendor agreements, service agreements, NDAs) to align with business and legal requirements.
- Maintain an organized contract database, tracking deadlines, milestones, and renewals.
- Collaborate with internal stakeholders to ensure proper execution and alignment.
- Resolve contract-related disputes and monitor performance.
- Recommend process improvements to streamline contract management.

Mailroom Operations

- Oversee daily mailroom operations, ensuring timely and accurate processing of mail, packages, and interoffice correspondence.
- Supervise mailroom staff, providing guidance, training, and performance oversight.
- Manage copying and printing services for internal departments, maintaining equipment and supplies.
- Maintain records of incoming/outgoing mail and courier shipments.
- Ensure workplace safety and compliance in mail and copy operations.

THE SUCCESSFUL CANDIDATE

A four-year technical, business, or electrical degree is required for this position. A CPSM certification is preferred, and NRECA supply chain coursework or equivalent will be considered. Candidates must have a minimum of 10 years of progressively responsible experience in utility procurement, construction, and operations, including supervisory roles. The position also requires knowledge of RUS requirements, transmission, substation, and distribution specifications, the National Electrical Safety Code, and investment recovery practices.

The ideal candidate will have extensive knowledge of electric operations, construction, procurement, and facilities management within a rural electric cooperative. They should possess a strong understanding of budgeting, bidding, permitting, and environmental requirements. Proficiency in procurement software and Microsoft Office applications is essential. The candidate must demonstrate proven leadership in managing procurement teams, executing contracts, and overseeing projects. Excellent communication, negotiation, and interpersonal skills, combined with sound judgment, are also required.

Forward-thinking capacity, leadership, and supervisory experience are essential for the successful candidate. In particular, this position will require the following competencies:

Procurement & Contract Strategy – Develops and executes procurement and contract strategies that align with Cooperative goals, ensure compliance, and drive operational efficiency.

Leadership Excellence – Leads high-performing teams across procurement, warehousing, contracts, and mailroom operations while modeling REC's core values.

Financial & Operational Acumen – Manages budgets, controls costs, and improves performance across all supply chain and mailroom functions.

Decision Making & Risk Management – Makes sound, timely decisions that mitigate risk and ensure compliance with RUS, safety, and regulatory requirements.

Stakeholder Engagement – Builds strong relationships and collaborates effectively with internal teams, suppliers, and industry partners.

This position is primarily office-based, with regular site visits, supplier meetings, and inspections required. Occasional travel may be necessary to attend seminars, conferences, and industry events. The role is subject to 24/7 availability to respond to outages or major storms as needed.

REC LANDSCAPE

As one of the nation's leading electric cooperatives, REC is an extraordinary place to discover a rewarding career. Each day, REC powers the lives of its member-owners. REC presently serves over 180,000 residential, commercial, industrial, agricultural and government accounts, and is experiencing an average of 3,000 new service connections per year. Critically important to the membership is access to high-speed broadband internet. REC is taking significant steps to facilitate broadband partnerships in the counties it serves with local internet service providers.

In Virginia, REC is an innovative leader implementing new programs, services, and rate offerings. From being the first to implement Prepay, develop an on-bill energy efficiency tariff, and to connect a large-scale battery storage system, opportunities to lead the way are endless.

Today REC is offering and shaping a variety of energy services programs that will be essential to meeting new member needs, in the areas of:

- Clean Energy
- Distributed Energy
- Standby Generation
- Energy Management
- Outage Information
- Energy Efficiency
- Electric Transportation



HOW TO APPLY: Deadline: Open until filled

Internal Applicants: Interested parties should submit an internal application (a resume may be attached to the completed application) to the Human Resources Department. Resumes can be emailed to rechr@myrec.coop.

Applicants: Use our website myrec.coop/careers to apply for the opportunity. Please indicate the Job Posting ID **#34FB08042025**

APPLY NOW

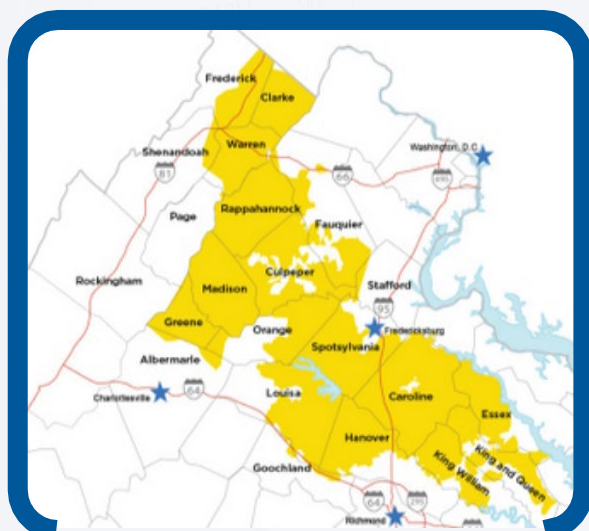


COMPENSATION, BENEFITS AND RELOCATION

The total compensation and relocation package is competitive and will be dependent upon qualifications and experience. There are a lot of benefits to working at REC. You'll be surrounded and supported by a great team of people who are passionate about what they do.

REC believes our team members are at the core of our success. In recognition of the vital role each employee plays every day, we provide a very strong benefits package including:

- **COMPETITIVE PAY**
- **401(K) WITH COMPANY MATCH**
- **EDUCATIONAL/TUITION REIMBURSEMENT PLAN**
- **WELLNESS PROGRAMS**
- **MEDICAL, DENTAL, VISION, AND PRESCRIPTION DRUG COVERAGE**
- **PENSION PLAN**
- **EMPLOYEE DISCOUNTS**
- **PARENTAL LEAVE**
- **FLEXIBLE SPENDING ACCOUNTS**
- **PAID HOLIDAYS AND TIME OFF**
- **EMPLOYEE ASSISTANCE PROGRAM**
- **REMOTE AND TELEWORKING OPTIONS**



**START STRONG. MAKE CONNECTIONS.
PLAN FOR THE FUTURE.**

POWER YOUR FUTURE. JOIN OUR TEAM!

REC has over 450 employees working across 22 counties, from the Blue Ridge Mountains to the southeastern shores of the Rappahannock River. REC is one of the largest electric cooperatives in the nation, with over 180,000 member connections across 18,000+ miles of power lines. While the service territory and employees are diverse, what always stays consistent are the core values: Caring, Integrity, Respect, and Service.

Working at REC means you will enjoy the support of a great team of professionals while also having a positive impact on the lives of people in our communities.

Our employees are some of the most dedicated, innovative, and brightest in the industry. We know that working at REC means we're building successful careers for you and a better life for our members.

rech@myrec.coop | myrec.coop/careers

Rappahannock Electric Cooperative is an equal opportunity provider and employer.

