



Job Title: Social Enterprise Sales and Partnerships Coordinator
Report To: Director of Partnerships and Community Engagement
Location: West Oakland, CA
Schedule: Monday - Friday, 9:00 AM - 5:00 PM (In-Person)

ABOUT TECH EXCHANGE: Tech Exchange is a nonprofit organization committed to advancing digital equity by refurbishing and distributing technology, offering digital skills training, and supporting broadband adoption in underserved communities. Through our ITAD (IT Asset Disposition) social enterprise, we repurpose donated technology to fund our mission-driven programs while reducing e-waste.

ABOUT THE ROLE:

The Social Enterprise Sales and Partnerships Coordinator will help lead the growth of Tech Exchange's ITAD program and enterprise sales efforts, with a revenue goal of \$600,000 annually. This role will focus on cultivating and managing partnerships, driving online and bulk sales, and supporting sustainable technology initiatives. Reporting to the Director of Partnerships and Community Engagement, this position plays a pivotal role in Tech Exchange's social enterprise operations.

ESSENTIAL FUNCTIONS:

Sales and Revenue Generation:

- Develop and execute strategies to achieve annual revenue goals through online marketplaces (e.g., eBay, Whatnot) and bulk sales.
- Identify and engage new sales opportunities with businesses, nonprofits, and other organizations.
- Maintain and grow existing client relationships to foster repeat business and long-term partnerships.
- Manage pricing, product listings, and sales campaigns on digital platforms.

Partnership Development:

- Collaborate closely with the Director of Partnerships and Community Engagement to identify, establish, and nurture strategic partnerships.
- Negotiate partnership agreements and design joint initiatives that align with Tech Exchange's mission and partner objectives.
- Represent Tech Exchange at community and industry events to promote ITAD services and expand the organization's network.

Inventory and Data Management:

- Work closely with the Warehouse Production team to ensure inventory systems are accurate and up-to-date.

Online
www.techexchange.org
Follow us on Social!
[@techxorg](https://www.instagram.com/techxorg)



In Person
Tech Exchange
2530 International Blvd.
Oakland, CA 94601
EIN: 92-2199377

Call or Text
510-866-2260



- Prepare weekly sales pipeline reports and track performance metrics to evaluate program effectiveness.
- Analyze sales data and feedback to refine strategies and optimize operations.

Community Engagement:

- Act as a liaison between Tech Exchange and the community, ensuring alignment with digital equity goals.
- Promote the mission-driven nature of Tech Exchange's ITAD program to stakeholders and clients.

Work Environment and Schedule:

- This position is based in our West Oakland warehouse with one work-from-home day permitted after successful completion of 90 days.
- Tech Exchange provides a computer for both on-site and remote work.
- Typical schedule: Monday through Friday, 9 AM – 5 PM, with occasional weekends as needed.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in business administration, marketing, nonprofit management, or a related field.
- 2-5 years of ITAD experience, including sales and partnership development.
- Proven track record of meeting or exceeding sales targets, preferably in a nonprofit or mission-driven environment.
- Strong interpersonal, negotiation, and communication skills.
- Proficiency in Salesforce, Microsoft Office, and Google Workspace.
- Familiarity with e-commerce platforms (e.g., eBay) and online sales strategies.
- Passion for digital equity, sustainability, and community impact.
- Ability to work independently and collaboratively within a diverse team.

COMPENSATION: \$60,000 - \$65,000 annually

Benefits:

- Competitive salary and benefits package.
- Opportunity to make a tangible impact on underserved communities.
- Professional development and growth within a mission-driven organization.

How to Apply: Submit your resume and a cover letter detailing your relevant experience and why you are passionate about this role to jobs@techexchange.org. Applications will be reviewed on a rolling basis.

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