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|  | **Mission: We work from the heart to unite caring people to tackle our community’s toughest challenges.** **Vision: A compassionate, vital community where people have the education, resources and opportunities to achieve their potential.** **Position Mission**This position is responsible for managing the daily operations of the Gifts in Kind program, tracking donations, acknowledgement of gifts and correspondence.**Key Accountabilities**Responsibilities: **Primary Job Responsibilities/Job Duties (Gifts in Kind)**   * Manages the day to day operations of the Gifts In Kind program. * Keeps track of donations from donors, both individual and corporate. * Sends out thank you letters to donors to acknowledge their gifts. * Corresponds with and sends out information electronically and by phone to member Gifts in Kind agencies about donated products available at a donor site. * Sends out annual application to member Gifts In Kind agencies and tracks membership. * Responsible for the relationship with Good 360, and all related paperwork for donations to our local area. * May cultivate relationships with corporate donors on an ongoing basis when appropriate. * Prepares audit work-papers related to the Gifts In Kind program as part of the United Way of Pierce County annual audit.   **The above statements are intended to describe the general nature and level of work; They are not intended to be an extensive list of all duties, responsibilities and skills required.** Relationships **Supervisory Responsibilities**  This position reports to the Sr. Vice President of Finance  **Qualifications** **Knowledge, Education and Experience**  * Associate's degree (A.A.) or equivalent from two-year College or technical school; or one or more years related experience and/or training; or equivalent combination of education and experience. * Minimum of two years sales relationship and customer service experience desired but not required * Warehouse/distribution center management experience preferred * Excellence in communications – written, verbal and demonstrated public speaking ability * Ability to work independently, as well as in a team, and manage a variety of responsibilities. Demonstrated knowledge of computers, PC software and database. * Safe driving record required.  **Job Skills and Demonstrated Abilities**   * This position requires frequent and routine public contact as well as protracted conditions which can be described as extremely fast-paced on a routine basis. * Projects a poised and professional image. * Is well organized. * Listens well and learns from others, including one’s own staff. * Must be comfortable with multi-tasking. * Pays attention to detail, accuracy and quality. * Possesses a customer service orientation. * Ability to present and share information about the GIK program relating to new donors.  **Responsibilities** Managing the day to day operations of the Gift in Kind Program (GIK)   * Receive all calls regarding donations * Collect, unpack and merchandise all incoming donations from individuals, corporate, and local businesses * Prepare all incoming donations, and ready the Distribution Center (DC) for distributions * Track and enter all donations into an excel spreadsheet, keeping accurate records of all incoming donations from inception to distribution. * Track value of all goods received through GIK DC * Contact agencies regarding distributions, and inform the agencies of any donations too large to store at the DC. * Complete all applications to partner with other organizations (ex., Good 360 & World Vision) * Continually search for new partners for added donations.  **Physical Demands**  * Ability to lift, load/unload boxes weighing up to, but not to exceed 75lbs. * Ability to drive company van and pick up donations on a by-weekly basis as scheduled * Provide safe/secure place to park company van overnight; to include weekends.   **This position requires a valid driver’s license, proof of active insurance, and a clear driving record. Must be able to pass a drug screening test if requested.** |