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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.** |