

**Contract Description**

<b>Position Title:</b> Development and In-kind coordinator	<b>Job Status and Salary:</b> 8 month contract employment 25 hours per week \$20 per hour for the length of the contract
<b>Department:</b> Development	<b>Location:</b> Admin
<b>Supervisor:</b> Development Director, Chief Executive Officer	<b>Number of People Supervised:</b> N/A

**CONTRACT PURPOSE**

The Development In-Kind Coordinator will work closely with the Development Director on volunteer management, in-kind contribution solicitation and distribution, in-kind storage and inventory management, donor stewardship and community relationship building.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

- Actively seeks out and secures donations of in-kind goods including furniture, apartment supplies, clothing etc. from individuals, businesses, corporations, and foundations.
- Coordinates pickup and drop offs times for in-kind donations.
- Distributes such donations throughout the agency as needed and keeps all programs up to date on items available for use by young people.
- Maintains order of the donation area and storage center to ensure organization, cleanliness, and preparedness for all situations.
- Tracks in-kind inventory by researching, purchasing and implementing an electronic inventory tracking system
- Completes accurate and timely recognition and appreciation for donors and volunteers.
- As required for the above, represent the organization to the public and supporters in a professional manner.
- Recruit, manage, and steward groups and individual volunteers to meet the needs of the agency and programs.
- Assess experience, skills, and interest of volunteers to successfully engage them in meaningful service for the organization.
- Provide ongoing training for volunteers to the organization to ensure they can be successful in their roles.
- Helps to maintain an accurate donor database.
- Enters financial gifts into the donor database to maintain accurate tracking and accounting for donations to the organization.
- Assists with thank you notes for all financial gifts to the organization including generation of letters, coordination of signatures, creating copies, and final mailing/emailing to recipients.
- Meet with the Development Director regularly to continually assess volunteer and in-kind opportunities and needs.
- Attend staff meetings and meetings with the Development Director and Board of Directors as needed.
- Other duties as assigned.

**EDUCATION & RELATED WORK EXPERIENCE**

**Education Level/ Years of Related Work Experience:  
(minimum & preferred educational requirements necessary to perform this contract successfully)**

- Bachelor’s degree or Associate’s degree preferred.
- Must have strong written communication skills; including the ability to write clear, structured, articulate, and persuasive proposals.
- Must be highly organized with attention to detail
- Must have ability to meet deadlines
- Must have core computer skills in word processing, data base management, spreadsheets, electronic communication tools and simple design programs
- Must have ability to learn and use database systems

**CONDITIONS OF EMPLOYMENT**

**(Describe any specific conditions for employment relative to this contract)**

Must be able to pass comprehensive criminal, sexual offender, MVD background checks.  
Must have car, valid driver’s license, and maintain state required automobile insurance minimums.

**WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT**

**Equipment Used:**

PC and standard office equipment

**Physical Requirements:**

The position requires the ability to lift 40 pounds unassisted, 45 and above pounds with assistance.

Primarily M-F day and some early evenings, with the possibility of some flex time on weekends

***Equal Employment Opportunity***

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

***Contract Responsibilities***

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the contract and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific duties with or without prior notice based on the needs of the organization.

**ACKNOWLEDGEMENTS**

**Creation Date:**

**Revision Date:**

**Supervisor: I have approved this contract description and reviewed with my employee.**

Signature:

Date:

**Employee: I have reviewed this contract description with my supervisor and acknowledge receipt.**

Signature:

Date:

**Executive Director/Department Director**

Signature:

Date: