



Diaper Bank Coordinator

Location:
Lawrenceville, NJ (primary)

Position Type/Classification:
Full-Time / Non-Exempt

Reporting To:
Director of the Resource Network

Compensation/Salary Range:
\$54,000-\$60,000

Organization Overview

Since its inception over 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, families came to us over 50,000 times for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront's mission is to end homelessness in Central New Jersey by harnessing the caring, resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/Objective

HomeFront serves thousands of families a year who are seeking the wide range of support services that HomeFront offers. The HomeFront Resource Network Team believes that families need basic necessities to live a life with dignity. For families with young children, diapers are among those basic necessities. The Resource Network team is expanding our reach with diapers by formally becoming a Diaper Bank in our region, working collaboratively to provide diapers to families in our community through partnership.

The HomeFront Diaper Bank Coordinator will oversee the operations, management, and strategic direction of the Diaper Bank, ensuring it effectively serves families in need by

providing HomeFront partners and client families with access to diapers and other essential hygiene products. This role requires strong leadership, operational expertise, and a passion for social equity and community health. The Coordinator will work closely with staff, volunteers, donors, community organizations, and governmental agencies to expand the reach and impact of the Diaper Bank.

Essential Functions

- Oversee day-to-day operations of the Diaper Bank, ensuring the timely distribution of diapers and other essential items to partner organizations and families in need.
- Develop, implement, and evaluate diaper and period supply programs that meet the needs of the community, with an emphasis on access, equity, and efficiency.
- Manage inventory control systems, ensuring adequate supply levels and proper storage conditions.
- Lead, supervise, and support Diaper Bank volunteers, ensuring effective training, motivation, and performance.
- Provide clear communication, foster teamwork, and maintain a positive, productive work environment.
- Oversee and assist with the recruitment, onboarding, and retention of volunteers and partners.
- Work with Community Engagement team to build, strengthen, and maintain relationships with local nonprofits, social service agencies, schools, individual donors, and healthcare providers.
- Collaborate with community leaders, advocates, and policy makers to raise awareness of diaper need as a critical issue impacting families.
- Serve as the primary representative of the Diaper Bank at community events, public speaking engagements, and networking opportunities.
- Work with HomeFront leadership and Community Engagement to develop and execute fundraising strategies, including donor outreach, grant writing, and organizing fundraising events.
- Work with Community Engagement team to secure and manage grants, corporate donations, and individual contributions to support the Diaper Bank's operational budget.
- Oversee the budget for the Diaper Bank, ensuring financial accountability and efficiency.
- Monitor expenses and ensure compliance with financial policies.
- Prepare regular reports for HomeFront leadership including updates on operational performance, financial health, and program outcomes.

Required Experience and Education

- Bachelor's degree in nonprofit management, social work, public administration, or a related field (or equivalent experience).
- Minimum of 3 years of experience in nonprofit management, community outreach, or program coordination, with at least 2 years in a leadership role.
- Proven experience in budget management, staff supervision, and volunteer coordination.
- Strong knowledge of issues related to poverty, family health, and social services.

- Excellent communication, interpersonal, and public speaking skills.
- Strong organizational skills and the ability to manage multiple priorities in a fast-paced environment.
- Experience with fundraising, grant writing, and donor relations.

Preferred Experience and Education

- Knowledge of local resources, services, and networks available to families in need preferred.
- Significant customer service experience
- Warehouse/inventory experience
- Experience managing high stress situations
- Passion for social justice and commitment to addressing diaper need as a critical public health issue.

Physical Demands:

- Must be able to lift up to 25 lbs.
- Must be able to walk, stand and sit for long periods of time.
- Must be able to walk up and down several flights of steps.
- Exposure to the outdoors and inclement weather is possible.
- Job operates in an office setting which routinely uses standard office equipment.

Schedule

- This is primarily a day time role, but flexible scheduling may be required based on program need

Travel

- Travel is primarily local during the business day

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or change at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.