



Give Goods Coordinator

Location:

Lawrenceville, NJ

Position Type/Classification:

Full-Time/Exempt

Reporting to:

Director of Development and Community Engagement

Compensation:

\$21-\$23/hour

Organization Overview

Since its inception 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, 16,805 unique individuals came to 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 is currently seeking a dynamic team-player to serve as their Give Goods Coordinator. The Give Goods Coordinator is responsible for all in-kind gifts (non-cash donations). He/she/they play a key role in ensuring the thousands of families HomeFront serves have the items they need to thrive.

The Give Goods Coordinator oversees our five major drives – the Diaper Challenge, CANgineering, Back to School, Thanksgiving and Holiday Wishes. The Coordinator works with the broader community to obtain urgently needed in-kind donations, and builds relationships with businesses to help the agency meet specific needs. Last year, HomeFront's donation program brought in a remarkable \$5.5 million worth of in-kind goods and services.

The Give Goods Coordinator reports to the Director of Development & Community Engagement. The ideal candidate is passionate about serving families impacted by poverty and homelessness, energetic, comfortable communicating professionally, and has experience working in customer service.

Essential Job Functions/Responsibilities:

- Solicit in-kind gifts for programs, operations, events, and special projects as determined on an ongoing basis via phone, email, formal letters/requests and in-person meetings.
- Collaborate with Community Engagement and Resource Network teams to identify program needs.
- Build strategic relationships with existing and new community partners to meet agency needs.
- Keep a running list of loyal drive organizers using Blackbaud NXT.
- Oversee five major drives including our Diaper Challenge, CANgineering, Back to School, Thanksgiving, and Holiday Wishes drives
- Work with Community Engagement Data Manager to actively track in-kind donations and ensure donors are properly thanked.
- Develop and manage in-kind outreach, correspondence, proposals, and reports.
- Oversee and coordinate calendar for in-kind donations, tracking deliverables, and maintaining records and files.

Required Competencies:

- Ability to build enduring relationships between community and HomeFront
- Excellent communication skills demonstrating professionalism and respectfulness both orally and in writing under all circumstances
- Strong organizational skills
- Ability to work independently
- Excellent interpersonal skills
- High degree of self-initiative
- Strong time management skills
- Commitment to team success
- Internet savvy—ability to gather research/information online.
- Basic database management and proficiency in Microsoft Word, Excel, PowerPoint, Outlook.

Minimum Requirements:

- Associates degree or comparable experience working with a nonprofit

Travel:

Minimal travel to meetings may be required

Physical Demands:

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend, and lift files

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 changed at any time.

Disclaimer:

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights 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.