



# IN-KIND DONATIONS COORDINATOR

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**DEPARTMENT:** Resource Development  
**REPORTS TO:** Development Coordinator  
**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** Part-Time, 20 hrs  
**PAY RATE:** D.O.E.

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## **POSITION PROFILE:**

The In-Kind Donations Coordinator is primarily responsible in-kind gifts (non-cash donations): soliciting donors, developing and stewarding relationships, tracking and recording gifts, coordinating in-kind drives, and distribution of items to approved SAY and partner staff. The In-Kind Donations Coordinator works closely with the Volunteer Engagement Manager to coordinate appropriate number of volunteers for sorting, inventory, loading/unloading, securely storing donations, and facilitating program staff pick up of donations.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Soliciting 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 with specific focus on budget relieving outreach.
- Administration, recording and tracking of all in-kind donations to the organization, currently in excess of \$300,000 annually.
- Work with leadership and development teams in identifying program needs and focus on in-kind funding opportunities to address those priority needs.
- Developing and managing in-kind outreach letters, correspondence, proposals and reports.
- Overseeing and coordinating calendar for in-kind donations, tracking deliverables, and maintaining records and files.
- Coordinating with operations, programs, and entertainment teams to provide support on respective in-kind outreach, donor stewardship, and tracking.

## **QUALIFICATIONS (Education, Experience and Certifications):**

- Bachelor's Degree preferred
- 1-2 years prior experience in fundraising/development/sales
- Experience working with a non-profit and using a donor/customer tracking system a plus

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Internet savvy—ability to gather research/information online.
- Basic database management and proficiency in Microsoft Word, Excel, PowerPoint, Outlook.
- Excellent communication and presentation skills.
- Proactive, team oriented, highly organized, and detail oriented.
- Familiarity with and understanding of donors focused on vulnerable youth and family populations preferred.



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- Must represent SAY San Diego and the Resource Development Department in a professional manner including but not limited to attire appropriate to position, punctuality and communication skills.

### **WORKING CONDITIONS:**

**ENVIRONMENT:** Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*