



Job Title: Product Relationship Associate

Reports to: Director of Product Procurement

About Delivering Good Inc.:

Delivering Good, Inc. is the charity of choice for new product donations made by hundreds of companies in the fashion, home and children's industries. Donating new merchandise provides these companies with a simple and effective way to help people in need. Founded over 30 years ago, Delivering Good is a 501(c)(3) nonprofit organization that unites retailers, manufacturers, foundations and individuals to support people affected by poverty and tragedy nationally and abroad. Since 1985, over \$2 billion of apparel, accessories, shoes, home furnishings, toys, books and other useful items have been distributed through our network of community partners. The annual operating budget of Delivering Good is approximately \$3.8 million.

Job Description:

The Product Relationship Associate, reporting to the Director of Product Procurement is a full-time employee who will provide support to the product donation team. He/she will have the primary responsibility of managing working relationships with product donors including product procurement, product donor engagement and product distribution.

The Product Relationship Associate has the main duties and responsibilities:

- Develop and cultivate strong relationships with product donors
- Solicit and build current product donations from existing and prospective donors
- Support development and implementation of new product donor programs/initiatives
- Support product staff and board director sub committees
- Coordinate and measure outreach strategies that meet Delivering Good's business goals
- Create and maintain materials including PowerPoint presentations for specific donors, upholding the ideals and standards of Delivering Good and showcasing the benefits and impact of engaging with Delivering Good
- Support and assist Director of Product Procurement on cause marketing efforts
- Collect and curate community partner feedback to present to partner brands
- Ensure donor service satisfaction and good donor relationships
- Maintain activity records in CRM (Salesforce) including product donation entries, valuations, and product donation acknowledgment letters
- Assist product team and work closely with Senior Product Manager to help match the donations to community partners and coordinate logistics
- Community partners-outreach for donations and new partners when needed
- Generate in-kind product donation financial and other report analyses from Salesforce
- Liaison with Finance staff on in-kind product donation financial recording and reporting
- Responsible to create and execute yearly product donor recognition certificate
- Support Delivering Good's efforts nationwide as well as internationally
- Participate in all staff meetings and additional meetings as needed
- Possible travel in the US

Education/Experience:

- Passion for community service and social welfare
- 2+ years of experience in sales and customer service
- Excellent written and verbal communication skills
- Desire to work collaboratively in a small team environment, combined with comfort in working with senior industry executives
- Proven track record in achieving sales goals

- Knowledge of Salesforce and/or CRM is highly desirable
- Bachelor's Degree or equivalent from an accredited institution
- Proficiency in Microsoft Excel and other Office applications
- Knowledge of the fashion industry is a plus

Compensation and benefits:

Salary \$59,000-\$62,000 commensurate with experience. Attractive benefits available.

To apply, please submit your resume, together with a cover letter describing your interest in the position, with the subject line: Product Relationship Associate to hr@delivering-good.org.

Delivering Good is committed to a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.