



266 W. 37th Street 22nd Floor | New York, NY 10018
212 279 5493
www.Delivering-Good.org

Position Description: Coat Drive Associate

About Delivering Good:

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 35 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, \$3 billion of apparel, accessories, shoes, home furnishings, toys, books, and other useful items have been distributed through our network of community partners.

Delivering Good was created from the 2014 merger of Kids in Distressed Situations and Fashion Delivers. In May 2017, the organization rebranded as "Delivering Good" to reflect focused, ongoing support for children and families facing poverty and disaster. The organization is governed by an actively engaged board of directors who are industry leaders in the apparel, juvenile products, fashion, shoe, home and related enterprises respectively.

Job Summary (3 days/week, temporary position):

Coat Drive Associate is a temporary support position to help execute the annual Burlington Warm Coat Drive that runs from November 2022 through February 2023. Working with experienced professionals, the Program Associate will research and coordinate community nonprofits participating in one of our product donations programs.

The job responsibilities include:

- Conduct web-based and database research via our SAP Retail to support our program, including matching 650 of our retail partners' store locations to around 450 nonprofit partners in their communities.
- With training from staff, call and e-mail over 400 local nonprofit partners to determine if they can participate again this year in the cause marketing program. Identify and register new agencies for any that might drop out from the previous year.
- Review all new community partner applications via Formstack and vet the partners through our vetting process. Enter approved partners in Salesforce, make updates as needed prepare new Community Partnership Agreements for on-boarding members.
- Gather feedback, testimonies, and photos from the nonprofit partners and provide any highlights to marketing staff. Also document Pro and Cons or challenges with the program.
- Record all donations (# of units) received by community partners in Salesforce.



266 W. 37th Street 22nd Floor | New York, NY 10018
212 279 5493
www.Delivering-Good.org

The job qualifications include:

- Must be comfortable with and capable of maintaining an Excel spreadsheet of contacts and communicating daily with them via phone and email.
- Must have experience using Microsoft Excel, Word, and Outlook.
- Must have a sense of urgency, along with strong telephone and customer service skills.

Compensation:

- The position is 7 paid hours a day, 3 days a week (hybrid per manager's scheduling). \$20/hour non-exempt position – no paid company benefits. Our offices are located at 266 W. 37th Street, 22nd Fl. in Manhattan. Starting September 2022 and running through the end of February 2023

If you would like to apply for this opportunity, please submit your resume and a cover letter describing your interest in the position to the attention of Human Resources at HR@Delivering-Good.org. Please include the subject line: “**Temporary Program Associate Burlington Warm Coat Drive.**”

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.