



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 37 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. Since 1985, over \$3 billion of apparel, accessories, shoes, home furnishings, toys, books, and other useful items have been distributed to individuals and families dealing with poverty, disaster, and other challenges, through our network of community partners.

The organization is governed by an actively engaged 41-person board of directors who are industry leaders in a wide range of industries including manufacturing, retail, finance, banking, environmental sustainability, and more.

TITLE: Senior Manager of Product Donations

POSITION DESCRIPTION:

Reporting to the Director of Product Procurement (DPP), the Senior Manager of Product Donations will focus on managing merchandise product donors. Both from existing and new organization partners, the position assists in growing donation levels and developing new strategic product donors. This senior manager must be strategic, tactical and be a hands-on technology professional working with data, spreadsheets, Salesforce and other business applications.

RESPONSIBILITIES:

Product Donations

- Work with the DPP to manage existing portfolio of product donors with the goal to grow product donations levels and develop new strategic product donors.
- Arrange and participate in meetings, calls including new potential and existing donors.
- Analyze and research potential growth opportunities within existing donor base.
- Maintaining accurate product donation information in Salesforce and provide accurate reports to staff and committees, including risk assessment and projections.
- Proficiency in Salesforce data entry, running and exporting reports.
- Handle communications with product donors and receiving agencies.
- Work with Director of Strategic Initiatives in the product coordination for Disaster Relief efforts.
- Oversee freight donation budget working, closely with Director of Strategic Initiatives and ensure adherence with budget.
- Work with Senior Manager of Nonprofit Partnerships on managing and coordinating logistics for retail programs.
- Assist with the logistics of national purpose marketing campaigns in conjunction with Marketing Director
- Work with DPP and major donors on cultivating relationships and secure product donations.
- Support DDP in work with product committees and relevant task forces.
- Record product donations and keep accurate records.

- Proofread all donation reports and edit as necessary.
- Prepare and ensure acknowledgment letters are sent to donors in a timely manner.
- Visit nonprofit partner organizations upon request.
- Oversee product donor appreciation process.
- Work with DDP for specific initiatives.

Overall Organizational Responsibilities

- Help recruit interns for organization.
- Work with select volunteers.
- Develop and maintain forms and policies pertaining to product.
- Miscellaneous (donor requests, calls, donor emails, product inquiries, etc.).
- Prepare monthly Board Reports.
- Code all UPS invoices and send them to the Executive Assistant.
- Code all freight invoices and send them to Accounts Payable and the CFAO.
- Obtain product donor feedback.
- Coordinate Retail Store Programs.
- Meet with shipping broker regularly.
- Update Salesforce daily with changes in product donations (value & units).
- Enter freight activity in Salesforce, including cost & invoice numbers.

QUALIFICATIONS/SKILLS:

- Passion about community service and social justice.
- Bachelor's degree with 5+ years of relevant experience in the nonprofit or private sector, such as fundraising, sales, business development, strategic partnerships and/or marketing.
- Experience in cause-marketing campaigns that drive unrestricted revenue and brand awareness a plus.
- Outstanding project management skills with the ability to drive multiple, complex projects forward.
- Experience in and/or knowledge of at least one of the Delivering Good product industries (e.g., retail/wholesale, fashion, children's, home) desirable.
- Proficiency in Microsoft Office required.
- Development and fundraising software experience preferred.
- Excellent organization, written and verbal communication skills with exceptional diligence.

COMPENSATION AND BENEFITS:

Annual salary between \$78,000 - \$88,000 with attractive benefits available.

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

Due to the high volume of applications, we are unable to answer each submission individually. Should you be selected for further consideration, you will be contacted by a member of the Delivering Good staff.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.