



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: Coat Drive Associate

POSITION DESCRIPTION:

Coat Drive Associate is a temporary support position to help execute the annual Burlington Warm Coat Drive that runs from November 2023 through January 2024. Working with an experienced professional, the Program Associate will research and coordinate community nonprofits participating in one of our product donations programs.

RESPONSIBILITIES:

- Conduct web-based and database research to match approx. 650 of our retail partners’ store locations to around 450 nonprofit partners in their communities.
- With training from staff, call and e-mail over 500 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.
- 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.
- Responsible for recording of all donations (# of units) received by community partners in Salesforce.
- Work directly with Senior Manager of Non-profit Partnerships to conduct a post drive evaluation and assessment of the program based on participant’s post drive surveys. This includes following up with community partners and data evaluation of results.
- Must be comfortable with and capable of maintaining an excel spreadsheet of contacts and communicating daily with them via phone and email.
- Other duties as assigned.

- The position is temporary, non-exempt part time: 7 hours a day, 3 days a week (2 days in person and 1 day remote). Our offices are at 266 W. 37th Street, 22nd Fl. in Manhattan. Starting late September 2023 and running through the end of January 2024

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 1-3 years of relevant experience in the nonprofit or private sector, such as administrative, communication and customer service skills.
- Outstanding project management skills with the ability to drive multiple, complex projects forward.
- Proficiency in Microsoft Office required.
- Excellent organization, written and verbal communication skills.

COMPENSATION AND BENEFITS:

Pay rate \$20 per hour. Position is temporary, non-exempt part time.

To apply, please submit your resume, together with a cover letter describing your interest in the position, also three references with point of contact to **hr@delivering-good.org** with the subject line: Coat Drive Associate.

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.