



DONATIONS COORDINATOR

20-25 Hours Weekly

Little Steps offers a comprehensive parenting program designed to equip and empower young parents with vital resources and positive support to foster nurturing environments, decrease the risk of abuse and neglect, and strengthen each participant's ability to more independently provide for themselves and their children.

Primary Responsibilities:

- Ensure in-kind items are available and efficiently organized to be readily accessible based on current program needs.
- Organize and regularly stock Baby Boutique.
- Maintain appropriate and up-to-date records and inventory of all donations.
- Maintain clean, safe, and inviting facility.
- Train, schedule, and oversee volunteers serving in the donations area.
- Maintain appropriate and up-to-date records of volunteer involvement in the donations area.
- Communicate appreciation for donations, volunteer involvement, and other community initiatives.

Additional Responsibilities & Leadership Expectations:

- Assist staff members as needed for partnership building, fund development, and marketing to promote awareness of Little Steps within the community.
- Complete special projects as needed.
- Follow the Strategic Plan and all Operating Procedures provided by the Executive Director.
- Maintain confidentiality and report any concerns to the Executive Director immediately.



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Qualifications:

This is an excellent opportunity for a highly organized individual to grow and further develop an established program with a team of staff, volunteers, and community partners.

- Personal qualities of integrity, professionalism, empathy, commitment, and passion for the mission of Little Steps
 - Proficiency in organization skills
 - Exceptional attention to details
 - Familiarity with using inventory system technology
 - Outstanding verbal and written communication skills
 - Proficiency in Microsoft Office and Google applications
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Interested applicants, please submit your completed job application along with your resume to our Executive Director, Mandy Black.

Mandy@LittleStepsSC.org