



Community Gifts Coordinator

Salary Range: \$47,500 - \$50,800 annually

Who We Are

Casa de los Niños is one of the most established and well-respected non-profit organizations in Tucson. We have been helping kids and healing families since 1973. Our services include parent education classes, Foster Care, Parents As Teachers, Behavioral Health, and Nurse-Family Partnership Program!

Job Summary

The Community Gifts Coordinator is responsible for performing various duties involving outreach, in-kind donation procurement, distribution of in-kind goods to clients, engaging with community partners to further the Casa de los Niños mission, and fulfilling other tasks designated by the Development Team. The Community Gifts Coordinator is responsible for recruiting, organizing, and stewarding all in-kind donations, managing all existing in-kind relationships, and growing the number and value of in-kind gifts.

Essential Duties

- Manages In-kind donation portfolio (50+ donors).
- Creates and manages yearly campaigns (i.e., Back to School; holiday) to ensure donations meet the needs of CDLN clients.
- Handles all in-kind gift requests from CDLN staff.
- Solicits in-kind gifts for programs, events, and special projects.
- Identifies fundraising opportunities and community resources.
- Serves as an ambassador for CDLN in the community with donors and community members.
- Records, tracks, and reports on all in-kind donations and in-kind donor prospects in Raiser's Edge database.
- Communicates with program directors and their teams to identify needs and focus on prioritizing in-kind funding opportunities.
- Oversees and manages "Donation Room" operating hours, incoming donations, and gift distribution among programs and staff.
- Develops and manages in-kind outreach letters, timely acknowledgements, proposals, and reports.
- Coordinates all in-kind donation drop-offs and pickups.
- Performs other duties as assigned.

Requirements

- Bachelor's degree in a related field with 0-2 years' experience preferred.
- A High School Diploma or Associate Degree with a minimum of 4 years' experience related to described duties may be considered.
- Ongoing training in:
 - Raiser's Edge and NXT.
 - Relationship management and donor stewardship.
- Proof of COVID immunization.
- Must be able to meet training and organization requirements for the position.

- Must foster an environment that is solution-focused, dedicated, and compassionate to support the organization's mission, values, and strategic direction.
- Must exhibit a demonstrated commitment to diversity and inclusion, valuing diverse perspectives and encouraging contributions by all team members.
- Must possess or be able to qualify for and maintain a valid Arizona Department of public safety level one fingerprint clearance card.
- Must possess and maintain a valid Arizona driver's license and be insurable under the organization's automobile policy.

Our Mission

Casa de los Niños promotes child well-being and family stability in our community. We place top priority on hiring and growing a team of knowledgeable, passionate, creative, and diverse individuals who have a strong desire to empower children and families within our community. More information about us and our current job openings is available at www.casadelosninos.org. Casa de los Niños is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law. All employment is decided on the basis of qualifications, merit and business need. Casa de los Niños is committed to achieving a workplace free of discrimination and harassment. We are dedicated to fostering an inclusive organization, where people thrive by being themselves, and are inspired to do their best work every day.

To Apply: Visit www.casadelosninos.org/about/employment/