



Hiring Manager: Leslie Davis Dods, Director,  
Operations/Administration  
Working Wardrobes for a New Start

## DONATION CENTER COORDINATOR

Working Wardrobes for a New Start is a nonprofit organization with a successful 16-year history of providing adults emerging from life crises with the tools to get back to work. We facilitate job readiness workshops year-round and “Days of Self-Esteem,” that include motivational seminars, grooming services, wardrobe selection and career fairs are provided to adults in 50+ shelters/programs throughout Orange County. In addition, our Career Services Center provides professional wardrobes and grooming services to adults year-round.

Our work is directed by a staff of twelve people – and very well supported by a team of office volunteers and literally hundreds of hard-working community volunteers.

The work we do is exciting with an emotional component that truly changes lives. We have an office atmosphere that is casual and fun, with a focus on accomplishing an enormous amount of work each week. Projects are supported by volunteers and organized with the full support and management skills provided by the Director of Operations/Administration.

Bottom line: The individual we seek is High Touch **and** High Tech!

Our organization’s values direct all of our programming efforts and include:

- Provide job readiness services in an atmosphere of dignity that enhances the lives of our clients
- Achieve financial stability -- for our clients and our organization – with integrity
- Celebrate the successes of our clients, collaborative partners, donors and volunteers
- Partner with corporations, educational programs, community agencies and civic partners
- Engage the power of volunteerism

Position location: Fountain Valley  
Travel requirements: Local errands, mileage reimbursement available  
Status: Full-time permanent  
Recruitment: Open

## SCOPE AND RESPONSIBILITIES

The Donation Center Coordinator reports directly to the Director, Operations/Administration and is responsible for providing support for the daily operations of the Donation Center including, but not limited to:

- Donor Relations
- Inventory Control
- Volunteer Management
- Facilities Management
- Record Keeping

### Donor Relations

- Warmly welcome donors to the Donation Center
- Provide information about WW programs
- Conduct tours of the WW Facility
- Responsible for keeping staff informed of corporate and regular donor contributions, friends who drop by, deliveries that are made so that follow up calls/emails can be completed

### Inventory Control

- Possess outstanding time management skills
- Possess outstanding organizational management skills
- Maintain high standards of quality control of all donations
- Manage clothing and accessory inventory with input from CSC Director and Retail Manager
- Coordinate distribution of excess inventory to other programs and shelters
- Work with the Development Coordinator on the receipt and processing of clothing drives
- Responsible for ordering Donation Center supplies such as tagging guns and bullets, trash bags and paper products for all operations and locations
- Coordinate the pack-out logistics of preparing clothing inventory and event supplies for transportation to events
- Assist, on an as needed basis, with the transportation of merchandise to the retail store locations

### Volunteer Management

- Work with the Events/Administration Coordinator to assess volunteer needs for the Donation Center
- Coordinate volunteer projects for regular operations and in preparation for events

## Facilities Management

- Work in conjunction with Director of Operations/Administration to maintain the exterior of the building to ensure upkeep of the appearance of the building
- Responsible for the maintenance and cleaning of the interior Donation Center portion of the facility including the event room and rear restroom facilities and the exterior parking lot, shed, and container unit.

## Record Keeping

- Track donations with accurate donor logs
- Weekly reporting of donation statistics
- Keep current materials stocked to promote events, donor and volunteer opportunities, as well as donation receipt packets

## SKILLS SET

### Technical

- Mastery of MS Office – Word, Excel and Outlook
- Proficiency with office equipment
- Experience with data base management software - MS Access, a plus

### Soft

- Strong organizational skills - ability to prioritize, follow up and use good time management skills, detail oriented
- Outstanding communication skills with staff, volunteers and donors (bi-lingual, a plus)
- Ability to use good judgment and be a team player
- High level of honesty and integrity
- High energy, goal oriented, multi-tasking approach
- Professional and emotional maturity and good judgment
- Creative approach to problem solving – ability to move quickly
- Detail oriented with big picture perspective
- Mature outlook, youthful spirit

## CRITICAL SUCCESS FACTORS

- Can anticipate project, people/ volunteer needs
- Sense of humor and ability to maintain good morale with staff and volunteers
- Motivate volunteers of all ages/skills
- Can do attitude
- Focus on quality and desire to produce excellent work
- Flexibility
- Self motivated
- Proven ability to handle multiple projects and deliver on time

## QUALIFICATIONS

### Experience

- Ability to handle multiple projects and deliver on time
- Experience with inventory and quality control
- Experience with facilities management
- Experience with volunteer supervision
- Experience with nonprofit organizations considered a plus

### Education

- High School Diploma

## BENEFITS OF THIS POSITION

- Opportunity for greater responsibility, challenge, personal growth and development
- Opportunity to work with volunteers in all stages of life
- Opportunity to be a part of life transforming work with an award-winning nonprofit organization
- Opportunity to give back to people who are in need

## WORK WEEK:

40 hours per week includes two Saturdays per month  
Workweek with Saturday schedule will have Thursdays as day off.

## SALARY RANGE:

\$26,000 - \$30,000/year – based on experience  
Medical, dental and vision insurance covered by employer

## APPLICATION PROCESS

Please send a cover letter along with your resume to:  
Leslie Davis Dods  
Info@workingwardrobes.org  
(714) 434-2870 fax