



## Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 900+ people strong and growing!

You could play a key role supporting the **Communications** Division! Go to our job board to apply: [job](#)

[board](#)

## The Community Donation Coordinator job at a glance

### General Summary

Reporting to the Director of Communications, the Community Donation Coordinator maintains the procurement, management, and distribution of in-kind donations from our community of supporters. The Coordinator receives, tracks, stores, and reports monthly on in-kind contributions, products and equipment including the development and coordination of an agency wide donation allocation strategy to support community needs. The coordinator develops and maintains high quality donor relationships and adheres to gift regulations and grant compliance.

### Core Benefits!

- **Hybrid** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
  - CCRC **covers approximately 90-100% of employee and dependent** medical and dental coverage, and **90%** vision coverage!
  - There are a variety of medical and dental plans offered.
- **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
  - Upon meeting eligibility, employees receive a **5% contribution** and may participate in the **match of 50% up to the 1<sup>st</sup> 7% of deferrals**
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

## The Details of the Job:

### Essential Duties And Responsibilities

Within a team environment, this position will perform the following responsibilities:

Donor Relations and coordinate the acceptance and dissemination of in-kind donations (50%).

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- Develop and maintain relationships with donors through on-site meetings and facility tours with emphasis on community needs assessment data including needs for in-kind donations.
- Coordinate the delivery, receipt, and dissemination of in-kind donations, including inventory donor reports, thank you mailings, gift acknowledgement letters, and tax letters.
- Maintain the integrity of donor and donation data and maintain inventory current values, low stock items, and reach out to donors to fulfill community needs.
- Work in tandem with stakeholders to identify community needs, develop plans to support goals, schedule, and coordinate donation pickups.
- Stay current and knowledgeable on gift regulations from Federal and State tax regulators and donor management best practices for charitable giving.
- Bridge the agency's mission with warehouse goals and accomplishments and develop ways to convey this information to donors, legislators, etc.
- Measure donor performance, suggest areas for optimization, meet and share best practices with other non-profit organizations.

Maintain inventory of in-kind donations, products and equipment located in the Chatsworth Warehouse (25%).

- Develop and maintain trusted relationships with internal and external business partners, stakeholders, and suppliers to ensure timely fulfillment of inventory requests.
- Resolve issues related to the quality of goods and services with the suppliers.
- Proactively identify, recommend, and implement warehousing and inventory process improvements.
- Monitor thresholds and maintain inventory quantities through regular review, restocking of purchases, and outreaching to donors as needed.

Support business operations (25%).

- Assist in the development, implementation and monitoring of agency policies and procedures.
- Identify and host onsite (e.g. HQ warehouse) volunteer opportunities to fulfill program and community needs.
- Participate in onsite and off-site agency events.

## Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Participate in departmental, agency and professional meetings and workgroups, as assigned.
- Lead and/or execute assigned special projects as required within the scope of this position.
- Other duties as assigned

## Job Specifications

### Minimum Required

- **Education:**  
Bachelor's degree, or equivalent years of education/training in business, operations, fund development, communications, or related field.
- **Experience:**

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Three years experience, composed of fundraising, donor relations, procurement, business operations, inventory, and/or project management. Experience in the above areas may be demonstrated simultaneously in prior positions.

- **Technical Requirements:**
  - Intermediate proficiency in Office 365, Outlook, Word, and Excel.
  - Experience utilizing fund development, donor tracking, or similar database a plus (i.e., Blackbaud, Salesforce, Bloomerang, etc.).
  - Ability to identify and resolve issues in a timely manner and gather and systematically analyze information.
  - Basic project management and reporting.
- **Behavioral:**
  - Engages in collaborative teamwork environment while balancing tasks that require individual contribution.
  - Cooperates to solve problems quickly and effectively.
  - Adapts quickly in a fast-paced work environment while managing competing demands.
  - Exhibits a high level of customer service and a commitment to the quality of the customer experience.
  - Effectively handles frequent changes, delays, or unexpected events.
  - Displays effective verbal, written and communication skills.
  - Organizes time well, demonstrates ability to set priorities.
  - Adheres to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
  - Adheres to technological security in accordance with Agency policy and legal requirements.
- **Travel:** 5% of time traveling to other offices. This position is expected to occasionally travel to CCRC’s offices throughout Los Angeles and San Bernardino County. Some nights and weekend work may be required. Staff members driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver’s License and DMV clearance required.
- **Work Schedule:** Full time, Monday – Friday standard working hours.
- **Work Environment:** Hybrid, on site at Chatsworth Warehouse three days per week

**Background & Health Clearance Requirements:** Agency Standard

## Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

<b>Physical Activity</b>					
<b>Activity</b> List the number of hours spent performing the activity.	<b>Hours Per Day</b>				
	<b>NA</b>	<b>0-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>
<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Physical Activity</b>					
<b>Activity</b> List the number of hours spent performing the activity.	<b>Hours Per Day</b>				
	<b>NA</b>	<b>0-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>
<b>Crawling:</b> Moving about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Crouching:</b> Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving:</b> A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feeling:</b> Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grasping:</b> Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Kneeling:</b> Bending legs at the knee to rest the body on the knee or knees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting (Light):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting up to 30lb</b> objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting (Med):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting 30lb – 50lb</b> objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting (Heavy):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting 50lb+</b> objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pulling:</b> Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching:</b> Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Repetitive motions:</b> Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Sitting:</b> Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Standing:</b> Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Activity</b> List the number of hours spent performing the activity.	<b>Hours Per Day</b>				
	<b>NA</b>	<b>0-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>
<b>Stooping:</b> Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Talking:</b> Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Twisting:</b> Turning from right to left at the waist.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Viewing:</b> The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Walking:</b> Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

### Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at [Recruiting@ccrcca.org](mailto:Recruiting@ccrcca.org).

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