



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 oversees the procurement, management, and distribution of in-kind donations from community supporters. The coordinator is responsible for receiving, tracking, storing, and reporting monthly on in-kind contributions, products, and equipment. This includes developing and coordinating a comprehensive agency-wide donation allocation strategy to meet community needs. Additionally, the coordinator coordinates and maintains strong relationships with donors while ensuring compliance with gift regulations and grant requirements.

Core Benefits!

- **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 1st 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 Engagement & In-Kind Donation Management (35%)

- Facility tours with emphasis on community needs assessment data including needs for in-kind donations.
- Coordinate delivery, receipt, and dissemination of in-kind donations, including inventory donor reports.

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- Maintain the integrity of donation data and monitor inventory levels, and engage donors to fulfill meet program service requirements .
- Work with stakeholders to identify community priorities and develop plans to address them, including coordinating 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 communicate progress to stakeholders (donors, legislators, etc.).
- Work in the FBNC center, providing tours and meeting with potential partners to promote the agencies work.

Warehouse & Inventory Management (50%)

- Develop and maintain trusted relationships with business partners, stakeholders, and suppliers to ensure timely fulfillment of inventory needs.
- Address and resolve issues related to the quality of goods and services with the suppliers.
- Proactively identify, recommend, and implement warehousing and inventory process improvements.
- Monitor inventory levels, regularly review thresholds, restock purchases, and reach out to donors as needed.
- Ensure inventory is up to date across all warehouse locations (AV, SFV, SB, and VV).
- Conduct routine visits to all warehouses to ensure accurate tracking and inventory management.
- Transport items between warehouse locations as needed to ensure stock is ready and available. Collaborate with the outreach/partnerships team to ensure proper tracking of all incoming and outgoing donations.

Operational Support & Partner Relations (15%)

- Assist in the development, implementation and monitoring of agency policies related to warehouse operations and donor management.
- Coordinate volunteer opportunities, both onsite (e.g. HQ warehouse) and at agency events to fulfill program and community needs.
- Participate in onsite and off-site agency events to foster community engagement and promote the agency's programs and services.
- Requires travel to agency locations, public events, conferences, stakeholder meetings, trainings, and other off-site engagements in support of communication and outreach efforts.

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:**
 - High school diploma or equivalent required.

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- **Experience:**
 - Three (3) years of experience in business operations, inventory management, and/or project management.
 - Relevant education or training in business, operations, fund development, communications, or a related field may be considered in combination with experience.
- **Technical Requirements:**
 - Intermediate proficiency in Office 365, Outlook, Word, and Excel.
 - Ability to identify and resolve issues in a timely manner and gather and systematically analyze information.
 - Basic project management and reporting.
- **Behavioral:**
 - Demonstrates effective communication skills and consistently maintains a high-level of detail-orientation and accuracy.
 - Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking.
 - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
 - Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
 - Show ability to have flexibility, maturity of judgment, and ability to work collegially.
 - Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
 - Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
 - Adherence to technological security in accordance with Agency policy and legal requirements.
- **Travel:** This position requires up to 50% travel. Will consist of travel to and from agency locations, public events, conferences, stakeholder meetings, trainings, and other off-site engagements. 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:** Onsite. Full time, typically M-F, typically M-F, ability to at times work a non-traditional work schedule including early mornings, late evenings and weekends.
- **Work Environment:** On site working from various office locations (AV, SFV, SB indoors/outdoors) to ensure inventory is counted and updated as well as assist with cleaning warehouse areas, work events (indoors/outdoors) all year long enduring the weather (Spring, Summer, Fall, Winter) in order to meet the community's needs. Work from a cubicle space in an area that may have a mid- high noise level as it is located in the warehouse area.
- **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting. Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
 - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
 - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)

- **MVR / DMV:** clearance in accordance with CCRC’s liability insurance provisions: For positions where driving is required.
- **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
- **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
- **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)
- **Credit & Bankruptcy Check:** For positions with fiscal responsibility (roles with authority over financial transactions), a credit and bankruptcy check will be conducted to assess financial responsibility in alignment with agency standards and applicable laws, including the federal Fair Credit Reporting Act (15 U.S.C. 1681 et seq.) and California Labor Code restrictions on credit reports (Labor Code 1025.5.)

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.

| Physical Activity | | | | | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Activity List the number of hours spent performing the activity. | Hours Per Day | | | | |
| | NA | 0-2 | 3-4 | 5-6 | 7-8 |
| Balancing: 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"/> |
| Climbing: 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"/> |
| Crawling: Moving about on hands and knees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crouching: 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"/> |
| Driving: 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"/> |
| Feeling: 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"/> |
| Grasping: Applying pressure to an object with the fingers. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hearing: 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"/> |

| Physical Activity | | | | | |
|--|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Activity List the number of hours spent performing the activity. | Hours Per Day | | | | |
| | NA | 0-2 | 3-4 | 5-6 | 7-8 |
| Kneeling: 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"/> |
| Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb 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"/> |
| Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb 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"/> |
| Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ 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"/> |
| Pulling: 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"/> |
| Pushing: 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"/> |
| Reaching: 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"/> |
| Repetitive motions: 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"/> |
| Sitting: Particularly for long periods of time. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Standing: 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"/> |
| Stooping: 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"/> |
| Talking: 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"/> |
| Twisting: Turning from right to left at the waist. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Viewing: 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"/> |
| Walking: Moving about on feet to accomplish tasks. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Notices

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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.

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