

Donations Manager

Astoria Warming Center

Description:

The Astoria Warming Center is a low-barrier, seasonal shelter and off-season resource center for unsheltered people in Clatsop County.

Duties/Responsibilities:

Facilities Management

- Assures proper intake of non-cash donations, including offering receipts, taking inventory, and coordinating proper storage.
- Maintains good stewardship of the facilities and appreciates the multi-purpose nature of the non-cash donations space.

Volunteer Management

- Communicates effectively with all volunteers aiding in non-cash donation support
- Makes sure volunteers are maintaining proper logs and organizational systems
- Provides conflict resolution for any dispute between volunteers or between volunteers and guests

Cash Donations Management

- Coordinates deposits with Executive Director and maintains records with Bookkeeper and Treasurer
- Maintains Donor List of addresses and email addresses
- Assists with year-end thank you notes, working with the Executive Director to assure timely processing
- Tally results of mail-in campaigns and provide reports to the Fundraising Committee

Additional duties, as needed

- Answer inquiries regarding donations
- Coordinate/assist with community donation efforts, such as drop boxes
- Working under the supervision of the ED, send a monthly donation summary to the Treasurer

Qualifications

- As a prerequisite, a successful candidate must believe in the mission of the Astoria Warming Center and the dignity of unsheltered persons.
- Strong organization skills and a knack for identifying and sustaining efficient systems.
- Attention to detail and a propensity for excelling at repetitive tasks.
- Good management skills and communication with volunteers and guests.
- Ability to create and maintain professional boundaries with volunteers and guests.
- Self-driven and requiring minimal day-to-day supervision.
- Proficiency in Microsoft Word, Microsoft Excel, Google Drive, Google Sheets, and Google Docs.

With reasonable accommodations:

- Ability to lift 20 lbs unaided.
- A valid driver's license or the ability to walk from the Center to the bank (3 blocks)

Pay

This is a part-time position at \$15/hour. Until November 15th, it has Hazard Pay of \$2/hr. This will be reassessed at that date based on public health concerns. This position can be combined with other part-time positions at the Astoria Warming Center.

Interested candidates should send an application (or cover letter & resume) by April 15th, 2021 to:
astoriawarmingcenter@gmail.com.

Position is open until filled.

The Astoria Warming Center is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.