



In-Kind Donations Coordinator

The In-Kind Donations Coordinator will report to the Marketing Media Manager to log and distribute all donations throughout multiple departments within the PTSD Foundation of America to ensure all gifts are utilized in the most efficient way. Communicate and report to Controller all In-Kind Donations made to the foundation for financial recording. Utilize the CRM software to catalog, annotate and train organization-wide for analytical and reporting purposes.

Job Description: The In-Kind Donations Coordinator will operate as a representative of the organization coordinating and managing in-kind donations. This encompasses receiving, annotating, filing, and reporting all donations sent to or brought on campus.

Responsibilities: The In-Kind Donations Coordinator has the following responsibilities and duties:

- Act as a single point of contact for communications for In-Kind donation logs & donors.
- Receive and annotate all in-kind donations from individuals, vendors, and corporations/organizations.
- Research Fair Market Value for gifts given or services provided; annotate for audit purposes.
- Recognize donors with thank-you letters via email and US Postal Service; conduct periodic follow-up
- Serve and assist in training on the CRM software system and utilize the reporting capability to various departments within the organization, such as the Controller, Executive Director, Campus Director, Operations and Marketing Media Manager.
- Coordinate with Logistics Coordinator to pickup and drop-off in-kind donations.
- Communicate professionally and clearly with donors to explain needs and requirements regarding the donation process.
- Work closely with supporters of the PTSD Foundation of America to ensure donations are accepted and utilized per the preference of the donor in conjunction with the needs of the agency.
- Maintain a professional demeanor with team members, staff, volunteers, and community partners.
- Assist in coordinating Group Volunteering, Projects, and professional services by obtaining documentation, such as receipts, invoices, volunteer schedules, hours, and any information to be filed after the completion of scheduled volunteer day, monitoring electronic and handwritten forms.
- Coordinate and update urgent needs list with the Logistics Coordinator on a weekly basis.
- Maintain accurate records and provide timely statistical and activity reports on In-Kind donations.
- Participate in end-of-year audit & reporting.
- Understand and maintain familiarity with crisis protocols
- Other duties and special projects as assigned

Requirements: The In-Kind Donations Coordinator should have the following skills, education, and experience:

- Associate Degree or 4 years' experience in related field
- Knowledge of management principles and evaluation techniques related to programs that involve a cadre of volunteers or related field.
- Competency in Microsoft (Excel, Outlook, PowerPoint, and Word), SharePoint & DonorPerfect



PTSD FOUNDATION
OF AMERICA

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- Excellent written and verbal communication skills; proficient in record keeping.
- Highly organized multitasker and works well in a fast-paced environment.
- Experience managing diverse groups including veterans, individuals with disabilities, substance abuse, psychiatric problems, and/or behavioral issues.
- Self-care activities that encompass self-preservation of mind, body, soul, and spirit to maintain safety, competence, and continue personal and professional growth.
- Must always be able to maintain confidentiality
- Possession of a valid driver's license upon hire

Physical Requirements:

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Work requires occasional exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and exposure to outdoor weather conditions
- Work requires preparing and analyzing written or computer data, and observing general surroundings and activities
- Ability to lift up to 50 pounds if needed.

Compensation: The PTSD Foundation offers the following:

- Salary: \$31,200.00 - \$33,280
- Medical, Dental and Vision benefits
- Life Insurance
- Other benefits