



## **Friends of Big Brothers Big Sisters**

### ***JOB DESCRIPTION***

Position Title: Donation Center Partnership Coordinator  
Position Classification: Non- Exempt  
Work Schedule: TBD  
Supervisor: Donation Center Director

#### **Purpose of Position:**

The overall purpose of the Donation Center is to provide funding for Big Brothers Big Sisters of Utah to serve children who could benefit from a relationship with a volunteer mentor. The position of Donation Center Partnership Coordinator supports the work of the Donation Center through building and maintaining positive relationships with businesses and other charities that facilitate the collection of additional donations. Working with the Donation Center Director and the Donation Center leadership team, the Partnership Coordinator is responsible for the strategic management of partnership relationships for the Donation Center.

#### **1- Partnership Functions –**

- a. Continually seek ways to build relationships with businesses and other nonprofit entities that support increases in the collection of donations. This partnership work will regularly include:
  - i. Bin management (strategic placement, management, etc)
  - ii. PODS management
  - iii. Building and managing relationships with a variety of entities for clothing drives including:
    1. Corporations
    2. Sports Teams
    3. Nonprofits
    4. Schools & Clubs
- b. Collect and analyze data related to partner-based collections
  - i. Analyze information about collections and make strategic recommendations to leadership team regarding:
    1. Bins
    2. ADS (including PODS)
    3. Clothing drives
  - ii. Maintain and organize clothing drives to prevent overlap of resources and consistent product collection.

- c. Steward relationships with current partners to maintain, and where possible grow, collections
  - i. Current bin partners
  - ii. Current clothing drive partners
  - iii. Implement and grow marketing activities with partners

Qualifications:

- Strong written, and oral communication and customer service skills
  - Proven relationship management skills
- Excellent analytical and organizational skills.
  - Experience with data driven decision making
- Experience managing complex organizational systems
- Proficient in computers, personnel and scheduling.
  - Accomplished with Office products (i.e. word, excel)
- Able to work some evenings and weekends.
- Bachelor's Degree in business or related field would be helpful.