

Donations/Acquisitions Coordinator

Second Chance, Inc., a non-profit social enterprise, is hiring a Donations & Acquisitions Coordinator to provide critical operational support for the administrative Donations and Acquisitions team. If you're interested in joining a business with a heart, we'd like to talk with you.

Job Description

This role supports the Director of Acquisitions and Donations with bringing in the best used (and new) goods possible to Second Chance and provides the administrative offices with telephone support. Your duties are varied in the fast-paced office:

- Promptly and professionally answer phone calls and respond to caller queries regarding donations, retrieval appointments or general organizational information.
- Thoroughly and efficiently gather donor information, assess and fulfill donor needs, educate the donor where applicable.
- Call donors to schedule donation retrieval appointments in accordance with the timing of their needs and transportation availability.
- Direct calls to the relevant department or person, and take messages from callers to relay to the relevant person later.
- Maintain spreadsheets and databases that track pertinent information regarding donors, valuation of donations, appraisals and project status.

You:

- have strong organization skills, handling multiple tasks adeptly
- demonstrate good speaking and listening abilities in phone communication
- are a team player and capable of working independently
- are proficient in Microsoft Office Suite and able to work in typical office software applications
- are proficient in Salesforce or another CRM application

The successful candidate who fills this full-time position should have customer service experience and strong communication skills, with excellent professional and personal references. Please submit a resume and cover letter with a salary history or requirement.

Please learn about us and follow the instructions on HOW TO APPLY for this full time position at: <http://www.secondchanceinc.org/employment-opportunities>. No phone calls, please.

Second Chance is an Equal Opportunity Employer.