



Ethiopian Community Development Council, Inc.

901 S. Highland St. ▪ Arlington, Virginia 22204 ▪ Tel. (703) 685-0510 ▪ Fax (703) 685-0529

Empowering refugees and immigrants since 1983

JOB DESCRIPTION

Position Title: Donation Coordinator
Reports to: Resource Development Manager
Status: Full-time
Location: Arlington, Virginia

Note: Candidate must have a vehicle and feel comfortable driving across the DMV regularly. Some gas expenditures related to commuting can be expensed.

Job Summary: The Donations Coordinator is responsible for managing in-kind donations, particularly for refugee apartment setups, and engaging with the community for support and partnerships. This role entails efficient inventory management and coordination of apartment setups to meet specific needs of new refugees.

Key Responsibilities:

In-Kind Donations Management:

- Manage the full cycle of in-kind donations (clothing, household items, furniture, personal care products), including collection, sorting, storage, distribution, and tracking inventory.
- Oversee the entire process of in-kind donation management, including collection, sorting, storage, and distribution.
- Work with the Resource Development Manager and other departments to integrate in-kind donation efforts with broader organizational goals.
- Develop and implement systems and protocols for efficiently processing and categorizing in-kind donations, forecasting organizational needs, and filling donation gaps.
- Coordinate with storage facilities and manage logistics for inventory storage and retrieval.
- Supervise and coordinate with Donations Assistants to ensure efficient handling and processing of donations.
- Send receipts and tax letters to donors as requested.
- Build and maintain relationships with in-kind donors, including regular updates, acknowledgments, and a donor appreciation strategy.
- Ensure responsive communication and provide information on the impact of contributions.

Community Engagement:

- Engage local entities (businesses, schools, religious institutions, community groups) through community outreach to foster partnerships for in-kind and financial donations.



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- Organize awareness campaigns and promotional activities to highlight the need for both in-kind contributions and financial support using communications tools such as social media.
- Develop educational materials about needed in-kind donations and build community relationships for ongoing support.

Newcomer Apartment Setups

- Oversee the collection and delivery of items and furniture for furnishing apartments for refugees, including coordinating with case managers and the resettlement team.
- Lead and supervise a team of donation assistants in setting up and distributing in-kind donations to apartments, ensuring they are adequately furnished and welcoming.
- Develop, maintain, and enforce guidelines and processes for standard apartment setups to ensure consistency and quality.
- Manage the logistics of transporting donations, scheduling setups in alignment with refugee arrivals, and working with volunteers for efficient execution.

Inventory Tracking of In-Kind Donations:

- Implement a detailed inventory tracking system to monitor in-kind donations from receipt to distribution.
- Regularly audit in-kind donation inventory for accuracy and quality.
- Coordinate with case managers and other staff to ensure the right items are matched with refugees' specific needs.
- Generate and analyze reports on in-kind donation trends, usage, and inventory levels.

Education, Experience, Knowledge, Skills and Abilities

- A Bachelor's degree with 1-2 years of relevant experience, or an equivalent combination. Experience in a similar role, especially in a nonprofit setting, is preferred.
- Must possess excellent verbal and written communication abilities to interact with diverse audiences. Strong interpersonal, organizational, and logistical skills are essential, along with the capacity to manage multiple projects.
- Physically able to lift up to 50 pounds and perform tasks involving bending and lifting.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Teams), and readiness to learn new programs.
- Fluency in languages spoken by local refugee populations, such as Arabic, Dari, Burmese, Kiswahili, Spanish, Russian, is highly beneficial. Must be sensitive to the experiences of refugees and immigrants.
- Self-directed with a passion for humanitarian work, and a commitment to the organization's mission and values.
- Must work well in a team and be punctual, meeting deadlines effectively.
- A valid driver's license, access to personal transportation, a clean driving record, and the ability to pass a background check are required.

Licenses/Certifications: Must have a driver's license and good driving record.



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Physical Demands

- Moderate to heavy physical activity, which includes standing, sitting, lifting bulky and heavy furniture items and/or walking.
- Ability to see within normal parameters.
- Ability to hear within normal parameters.
- Requires local travel to collect or distribute donations.
- Ability to maintain emotional control under stress.

Environmental Factors: Work is primarily indoors in a climate-controlled building.

Contact with Others: Position involves regular contact with resettlement network affiliates; local, state, and federal government agency employees, private sector organizations, ECDC/ACC staff and community members.

Other Information: All employees are expected to comply with ECDC's employment policies while carrying out their work. The range of responsibilities outlined above may change from time to time to reflect the changing needs of the organization.

Confidentiality: All employees are required to work in a confidential manner in all aspects of their work.

Proof of Eligibility to Work in the United States: All employees must submit proof of identity and their legal authorization to work in the United States. (If a prospective employee fails to submit this proof of work authorization, federal law prohibits ECDC from hiring the person.)

To Apply Submit: (1) a cover letter; and (2) a résumé; via email to ACC-DCVA@ecdCUS.org. No telephone inquiries, please.

ECDC/ACC is an Equal Opportunity Employer.