



**Title:** Donations Coordinator  
**FTE:** 1.0 FTE  
**Classification:** Non-Exempt

PRISM is a community-supported social service organization helping people in Crystal, Golden Valley, New Hope, Plymouth, and Robbinsdale access the basic needs of food, clothing, and housing in times of financial hardship. PRISM's thrift shop, Shop for Change, provides low-cost high-quality clothing and housewares to the public and PRISM's program participants. Shop for Change is also a critical source of income for PRISM. The food shelf receives food from a variety of sources, including generous individuals and businesses who bring donations directly to PRISM.

This is a new position that is responsible for ensuring optimal attention, and management of donations to PRISM. The Donations Coordinator will work in tandem with food shelf, thrift shop and finance departments to ensure that all donations received in the warehouse area of the building are handled with professional, consistent and organized methods. The overarching goal of this position is to ensure that donors have a positive experience when bringing donations, and to manage the optimal storage and processing of food and thrift donations.

PRISM is a small organization where team members are expected to demonstrate personal and professional leadership abilities, proactive communication, and a commitment to the mission of providing social services and connections that empower people in our community to build healthy, stable lives. Our vision is to lead in providing innovative and dignified services that foster resilient individuals and a healthier, more sustainable community.

Job Responsibilities:

1. Greet donors promptly, kindly and professionally at the point of donation.
2. Unload donations according to established procedure in all types of outdoor conditions.
3. Accurately document acceptance of in-kind donations
4. Proper placement of donations based on category and need
5. Provide accurate documentation/receipt of donations to donors
6. Plan, organize and implement movement of donated goods throughout the building
7. Provide initial sort of donated goods for either the Food Shelf or Shop for Change
8. Support various tasks, projects and needs of the Food Shelf and Shop for Change
9. Identify and communicate opportunities for efficiencies in procedures, staffing, and warehouse management to your supervisor
10. Develop strong working relationships with volunteers to support donation and product management
11. Follow specific procedures for the receipt and documentation of financial gifts
12. Uphold donation guidelines established for the Food Shelf and Shop for Change
13. Assist with waste management routines
14. Pick up donations from the community, as needed
15. Other duties as assigned

Knowledge, Education, Experience:

- Valid driver's license and insurance
- Organized and self-driven with ability to work with intermittent supervision
- Ability to lift 50 lbs. or more on a regular basis
- Strong interpersonal and communication skills
- Ability to problem-solve and make independent decisions on short notice
- Flexible and willing to pivot tasks, based on immediate needs or changes
- A great sense of humor is strongly desired

Additional Information:

This role will require heavy lifting and breaking down of boxes. Standing for long periods of time is a common occurrence. This is a highly interactive position, working daily with other staff, donors, and volunteers.

This position is benefits eligible. Benefits include health, dental and vision plans; Health Savings Account; Aflac, life insurance; long-term disability; paid holidays; paid PTO; holiday savings plan; IRA with employer match.

To Apply:

Send cover letter and resume to Amy Haddy [ahaddy@prismmpls.org](mailto:ahaddy@prismmpls.org) with Donation Coordinator in the subject line.