



Position: Donation Procurement Specialist
Reports to: Director of Retail
Department: Thrift
Hours: Full Time, Salary, Exempt
Salary Range: \$65,000 - \$75,000
Position Objective: To increase the quality and quantity of donated goods through direct community engagement, corporate partnerships, and solicitation.

About Council Thrift Shops

Council Thrift Shops are among the leading resale stores in Los Angeles – serving the community for more than 100 years. Thanks to our generous donors, NCJW | LA Council Thrift generates more than 80% of the revenue needed to support our mission: advancing equity and economic justice for women and their families. Our eight convenient locations offer an environmentally conscious alternative to landfills for clothes, furniture, and housewares, supporting the circular economy by recycling and reusing goods.

Council Thrift Shops are renowned for our cleanliness, fair prices, and welcoming staff. Shoppers love to find hidden treasures among the daily changing merchandise. Our team members are ambassadors of our mission and take pride in their work. With ever-changing trends and inventory, our employees are constantly learning and growing on the job as they help uncover the value of each item.

As a member of the Fair Work Week campaign, NCJW | LA is committed to providing our employees with fair, flexible schedules and full medical and dental benefits.

General Duties and Responsibilities

- Proactively develop, nurture, and manage relationships across a portfolio of stakeholders, both known and to-be-identified, from the retail, manufacturing, and Jewish community sectors with the goal of donation procurement.

Essential Duties and Responsibilities

- Collaborate with Director of Retail and support team to build strategy for growing the donor base.
- Collaborate with marketing to create template materials and targeted communications, which are shared via appropriate channels, to enhance those relationships and facilitate new ones.
- Represent NCJW/LA to the business and local community at large.
- Research, identify, and act on new donor opportunities and potential donation center locations.
- Work with staff, the Board, and partners to identify and connect with donor opportunities.
- Perform outside sales in the form of cold calling and prospecting local businesses, Jewish community centers and synagogues both on the phone and in person, to generate donations.
- Attend networking, outreach, and business after-hours events to create donor opportunities.
- Proactively maintain and further develop existing business relationships and outreach, including visits, requesting referrals, and continually seeking new avenues to enrich these relationships.
- Develop and direct a network of weekly, monthly, and annual donation drives, in collaboration with transportation.
- Excite and inspire employees through your passion for customer/donor service while coordinating with store management to increase capabilities and capacity for accepting donations.
- Meet weekly with Director of Retail and communicate regularly with the Thrift department leaders and managers to glean best-practices, trends, and other information that will inform target audiences and/or key messages.

Achieve Goals

- Track and submit monthly and quarterly donor metrics and financial reports that illustrate progress and quantify donation value.
- Assist with developing benchmarks, indicators, and reporting to ensure the program is meeting expected outcomes.

Reinforce NCJW | LA Brand Values and Corporate Culture

- Knowledge of NCJW | LA programs and services.
- Promotes passion for and understanding of the organization’s mission, vision, and values.
- Interface regularly with customers and donors to address concerns and ensure our services are responsive to community feedback.

Other Duties and Responsibilities as assigned.

Key Qualifications & Skills

- Bachelor’s degree or equivalent work experience.
- Professional experience working in sales and/or fundraising.
- Knowledge of non- profit development, fundraising, business, and civic/Jewish community in the Los Angeles region.
- Excellent interpersonal and intercultural communication skills; excellent oral and written communication, research, and organizational skills.
- Interest, enthusiasm, and affinity for sales and working with people.
- Strong analytical, quantitative, problem-solving, and technical skills.
- Must be willing and able to travel throughout the Los Angeles region.
- Must be available to work irregular hours, shifts, weekends, holidays.

Employee Signature

Date

Director Retail Operations

Date