



VOLUNTEER & PROCUREMENT COORDINATOR

- Fulltime Position (40 hours)
- Benefits Include Medical, Dental, Vision, Short & Long-term Disability, Life Insurance, Holiday pay, Simple IRA, Sick Leave, Paid Time Off, And Bereavement Pay
- Pay Range: DOE

MISSION

The mission of the Making A Difference Foundation is to make a difference in the lives of others one person at a time by helping them acquire the most basic human needs: food, housing, encouragement, and opportunity.

JOB PURPOSE & SUMMARY

The MADF Volunteer & Procurement Coordinator is responsible for continued development, oversight, and implementation of the volunteer program and procurement resources to assist in the delivery of the MADF programs and services. This includes directly recruiting, screening, placing, stewarding, orienting, and tracking volunteer hours and related volunteer program tasks to industry standards, managing the application process and volunteer database, as well as stewarding volunteers as donors, supporters, and advocates. Further, the Volunteer & Procurement Coordinator purchases materials for Making-A-Difference-Foundation. This includes meeting with salespeople, maintaining an inventory of purchases, and purchasing food for the main program at Eloise Cooking Pot Food Bank. The Volunteer & Procurement Coordinator reports directly to the executive director, who is responsible for his/her performance evaluation.

RESPONSIBILITIES

- Reflect the values and principles of MADF and collaborate with leadership, staff, and external contacts to achieve the mission and vision through the volunteer program and procurement goals of the organization.
- Work cooperatively in a high-volume, fast-paced environment demonstrating the ability to handle confidential materials with discretion.
- Understand overall agency operations and follow organizational policies and procedures.
- Assess, plan, develop, assist, maintain, and evaluate the Volunteer Program including marketing, recruitment, screening, intake, placement, tours, and orientations for individual volunteers and volunteer groups.
- Work within a given budget to purchase goods and services for an organization ensuring quality and timely delivery proactively managing the inventory using a computer database to assure invoice and payment accuracy.

JOB QUALIFICATIONS & REQUIREMENTS

- Highly organized, self-motivated, multi-tasking, and detail-oriented.
- At least 3 years of volunteer coordination and recruitment, food procurement, or related experience.
- Ability to develop and refine sustainable practices and procedures for the volunteer and procurement programs.
- Attend all event planning and staff development functions.
- Trustworthy without abusing or misappropriating funds having a high attention to detail, which includes consistent and methodical approach and ability to maintain accurate and transparent operational and programmatic structure.
- Reasoning, which includes strong math skills and ability to quickly calculate the cost of goods and services, as well as the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- The ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Excellent oral and written communication, which includes reading, writing, and analyzing reports, correspondence, data, and procedure manuals, and the ability to effectively present information and answer questions from and to managers, clients, customers, and the general public.
- Proficient in basic computer applications (Word, PowerPoint, Excel, Access, Outlook, and VolunteerUp experience is a plus), as well as experience with database management applications.
- Preferably bilingual (Spanish/English) and have Bachelor's degree (B. A.) from four-year college or university; or 2 years of management experience; or equivalent combination of education and experience.

To apply, please send your resume and cover letter detailing your experience and salary requirements to info@themadfseattle.org.

MADF is an **equal opportunity** employer. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To learn more about MADF, go to www.themadf.org.