

**CITY OF NEW YORK  
DEPARTMENT OF CULTURAL AFFAIRS**

<b>OFFICE TITLE:</b> Donations Coordinator	<b>SALARY:</b> \$17.69 - \$21.89 Hourly rate
<b>CIVIL SERVICE TITLE:</b> Community Associate (1) position	<b>WORK LOCATION:</b> 33-00 Northern Blvd. 3 <sup>rd</sup> Floor, L.I.C New York, NY 11101
<b>TITLE CODE NO:</b> 56057	<b>WORK UNIT:</b> Materials for the Arts

**JOB DESCRIPTION**

The New York City Department of Cultural Affairs is seeking a Donations Coordinator for its Materials for the Arts program (MFTA). The program receives material donations from the private and public sector and makes these donations available to New York City's not-for-profit arts and cultural community, and the public schools. Materials for the Arts is a waste reduction/materials donation program that processes more than \$6 million dollars annually in goods to over 4,000 cultural organizations and arts programs at social, health and community service organizations and the NYC public schools.

Reporting to the Director of Operations, the Donations Coordinator is responsible for a broad scope of duties in the management of the Materials for the Arts donations process. This includes among other things handling all aspects of communications with donors and recipients to working closely with MFTA Warehouse, Communications and Education staff members to identify needs and synergize communication efforts for the Program. Diverse responsibilities will include, but are not limited to, the following:

- Fielding phone calls and/or emails on to organize pickups, answering donor/recipient inquires, and resolving issues to ensure appropriate donor/recipient processing procedures are completed
- Scheduling of truck fleet for donation pickup and/or drop off
- Maintaining the MFTA Direct Donation database
- Proactively seeks new donor partnerships
- Sustain ongoing donor relations to further solicit repeat donations
- Evaluate and match organization and group requests
- Identifies inventory needs and executes appropriate actions to fulfill those needs
- Conduct site visits to donor and recipient organizations
- Coordinate independent pickup/delivery scheduling for multiple member organizations
- Prepare reports and conduct strategic analysis in the area of reuse
- Assist with developing fundraising events for MFTA
- Provide assistance with the normal daily operations of the organization including administrative tasks

**QUALIFICATION REQUIREMENTS**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to the duties as described above; or
2. Education and/or experience which is equivalent to "1"

**PLEASE NOTE: NYC Residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.**

**PREFERRED SKILLS**

The successful candidate must be able to communicate effectively both verbally and in written form. Candidate must be self motivated, detail oriented with ability to manage multiple priorities successfully under pressure both independently and as a team member; must be organized, possess good judgment and have a strong interest in the area of reuse and environmental issues. Strong computer skills and proficiency with social media tools like blogging, Facebook, LinkedIn, Twitter, and MySpace is required. Experience in event planning is a plus.

**TO APPLY, PLEASE SUBMIT RESUME & COVER LETTER INDICATING JVN# TO:**

**By Email:** [crecruit@culture.nyc.gov](mailto:crecruit@culture.nyc.gov) (The JVN # must be the only text in the subject line. Also please include the JVN# in the upper right hand corner of your cover letter and resume. Your cover letter and resume must be attached as one MS Word document, specifically the .doc extension.)

**By Mail:** DCLA /Human Resources Office, 31 Chambers St., 2<sup>nd</sup> Fl., New York, NY 10007

**NOTE:** Only those candidates under consideration will be contacted. No telephone inquires please. For more information about DCLA, visit us at: [www.nyc.gov/culture](http://www.nyc.gov/culture)

**Appointments are subject to OMB approval.**

<b>DATED</b> 05/11/2011	<b>POST UNTIL FILLED</b>	<b>JVN</b> 126-2011- 86989
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