

**CITY OF NEW YORK DEPARTMENT OF CULTURAL AFFAIRS
CITYWIDE JOB VACANCY NOTICE
ONE (1) YEAR GRANT FUNDED POSITION ONLY**

OFFICE TITLE: Direct Donations Coordinator (1) Position	SALARY: \$17.69 – \$20.34 hourly rate
CIVIL SERVICE TITLE: Community Associate	WORK LOCATION: 33-00 Northern Boulevard, Long Island City, NY 11101
TITLE CODE: 56057	DIVISION/WORK UNIT: Materials for the Arts

JOB DESCRIPTION

The New York City Department of Cultural Affairs is seeking a Direct Donations Coordinator for its Materials for the Arts program (MFTA). Materials for the Arts is a waste reduction/materials donation program which 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. MFTA 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 of Material for the Arts, the Direct Donations Coordinator will work closely with the members of the donations team to manage and enhance the direct donation process – an online listing of available items. Diverse responsibilities will include but are not limited to the following:

- Maintains an online Direct Donation database.
- Seeks and develops new partnerships for donations.
- Evaluates and match organizations and group requests for donations.
- Conducts site visits to donor and recipient organizations
- Identifies inventory needs and executes appropriate actions to fulfill those needs
- Conducts research about and works with other reuse programs to develop best practices in the field of waste reduction, and reuse.
- Contacts donors to solicit information about past donations including values and solicits future donations.
- Manages all Direct Donations paperwork and oversees tax letters for all donors.
- Represents the program at conferences and events.
- Serves as a Customer Service Representative on shopping days at the warehouse
- Provide assistance with the normal daily operations of the unit and administrative tasks

PREFERRED SKILLS

The successful candidate must have excellent written, communication and computer skills; 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.

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 described above.
2. Education and /or experience equivalent to "1"

New York City Residency required within 90 days of Appointment.

TO APPLY: Submit your cover letter & resume to crecruit@culture.nyc.gov (The JVN # must be the only text in the subject line)

If you do not have access to the Internet, mail your Cover Letter & Resume to:
DCLA/Human Resources Office/Recruitment 31 Chambers St. 2nd floor, New York, NY 10007
(Include JVN# in the upper right hand corner of your cover letter & resume)

Please submit resume & cover letter only once using one of the above methods. No phone calls, faxes or personal inquiries permitted.

NOTE: Only those candidates under consideration will be contacted. For more information about DCLA, visit us at: www.nyc.gov/culture

All appointments are subject to OMB approval

DATE: 12/23/11	POST UNTIL: FILLED	JVN: 126-2012-97159
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The City of New York is an Equal Opportunity Employer