



Position Description

Furniture Sales & Acquisition Coordinator

Summary:

This position is responsible for securing furniture donations from institutional partners and organizations through liquidations, furniture drives, remodels, renovations, purchasing and other sources to annually increase furniture donations to better meet community demand. Responsible for sales of undeliverable, overstock or other donated items for purchase.

Essential Duties and Responsibilities:

- Research, engage and build relationships with potential furniture partners.
- Communicate and market NLFB's need for furniture donations.
- Organize donation drives with partner agencies, churches, community groups and others.
- Organize and manage the Annual Pillow Drive and Bed Campaign.
- Organize and manage special furniture campaigns as needed.
- Organize and manage furniture sales including "warehouse sales", consignment, auctions and other postings of donated furniture and items for purchase.
- Update and assist in maintenance of company database for tracking furniture and donations.
- Establish and achieve goals for growth in furniture donations and sales in cooperation with the Executive Director.

Qualifications:

- High School Diploma, GED or equivalent education required. Bachelor's Degree or equivalent preferred.
- At least 2 years of community engagement, volunteer service or other similar experience.
- Valid driver's license and good driving record required.
- Physical ability to occasionally lift and/or move up to 40 pounds.
- Excellent communication and customer service skills required.
- Ability to work independently and/or with a team, exercise good judgment and sound decision-making required.
- Basic technology skills including proficiency with Microsoft Office Suite, Windows operating systems and ability/willingness to learn other database management systems.

Competencies:

- Ethical Conduct
- Decision-Making/Problem-Solving
- Customer Service
- Communication Proficiency

Physical Demands:

While performing the functions of this job, the employee is *occasionally* required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; *occasionally* required to climb or balance, talk or hear; and *occasionally* required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

While performing the functions of this job, the employee is *occasionally* exposed to work near moving mechanical parts, outdoor weather conditions including extreme heat or cold weather; *occasionally* exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Position Type/Expected Hours of Work: This position operates during standard business hours with flexibility for early morning, evening and/or weekends to best meet organization needs.

Other Duties: Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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