



Fear 2 Freedom

Director of Logistics & Grants Job Description

The Director of Logistics & Grants is responsible for multiple facets of Fear 2 Freedom's daily operations and programs. These responsibilities include:

- Work closely with the coordinators of Hour 2 Empower events to determine supplies needed for each event. Coordinate packing of the supplies for these events working with interns and volunteers.
- Oversee college student internship program for office.
- Manage and track all warehouse and storage inventory.
- Manage the shipping of all program supplies.
- Purchase all supplies (office & program) when needed.
- Manage all program & office supply vendor relations.
- Manage all in-kind donations.
- Coordinate, train, supervise and track college volunteers.
- Coordinate all maintenance on the Company van.
- Maintain the on-line company store inventory.
- Manage the inventory management software & systems.
- Work with the Chief Operating Officer on all grant activity.
- Research, organize and write grant proposals.
- Track grants, timelines, deadlines, etc.
- Track deliverables & grant follow up and/or reporting for awarded grants.
- Participate in planning of strategic growth.
- Organize & maintain the office space in conjunction with the entire staff.
- Attend & assist with Fear 2 Freedom events as needed.
- Assist, when needed, with other tasks around the office.

Qualifications

- Bachelor's degree in a related field preferred or equivalent experience required.
- One to two years in a professional work environment is highly preferred
- Expert oral and written communication skills, extremely detailed oriented, good organizational skills, and strong interpersonal skills are required.
- Knowledge of Microsoft Office, especially Excel, are required.
- Requires ability to work independently and as part of a team and handle multiple tasks simultaneously.
- Experience managing volunteers is highly preferred
- Ability to work occasional evenings and/or weekends with possible overnight travel.
- Physical requirements include being able to lift 50 pounds at a time and stand for long periods of time.

Additional Information

This position is classified as exempt. The Director Logistics and Grants must be able to operate the company van and have a driving record that is insurable by Fear 2 Freedom's insurance policy. Fear 2 Freedom offers Paid Time Off (PTO), Holiday pay, health and dental benefits to its employees. Fear 2 Freedom is an EEO employer.

If interested, please send cover letter and resume to: getinvolved@fear2freedom.org.