Job Title:  Resource Manager (RM)  
Classification:  Non-Exempt / PT; 20-25 hours/week to be worked Monday – Friday between 9am-5pm; plus evening/weekend events or food pantry distributions  
Reports to:  Executive Director (ED)  
Apply: Send resume to angela@thrivepeninsula.org by January 9, 2022

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Solicit and maintain relationships with local churches, civic organizations, businesses, and school groups who host local donation drives and fundraisers. This is accomplished via direct personal appointments, events, presentations, verbal and written communications and other relationship-building measures.
- Create and maintain a Donation/Engagement Calendar for local businesses, churches, schools and other groups to easily engage with the ministry. Prepare any supporting promotional materials.
- Prepare and mail acknowledgement letters for all in-kind goods (food, school supplies, toiletries, etc) in coordination with the ED and Director of Development.
- Host volunteer groups within the THRIVE outreach center.
- Coordinate special events including promotional tables at community events, annual Partner Church Meeting, and other events that may enhance THRIVE’s community reach and visibility.
- Mange church communications- sends regularly church reports and pledges, and maintains updated contact information.
- Acts as the buyer for all food purchasing and food pantry supplies to maintain adequate inventory to allow THRIVE’s pantry to be open 51 weeks per year; coordinate volunteers who pick up food donations from the Foodbank, Hampton Cold Storage, and any other offsite storage locations.
- Coordinate food delivery to 8-10 households per week, managing the volunteer delivery drivers and schedule.
- Research and implement efforts to expand the food pantry; this may result in a regular weekend or evening distribution in order to keep up with demand

SECONDARY DUTIES

- Assist the ED and the Director of Development to manage THRIVE’s social media accounts
- Assist the ED and the Director of Development to coordinate fundraising efforts and facilitate gift card distribution for Let Christmas THRIVE
- Recruit volunteers to further the mission of THRIVE; support delivery of familiarization/orientation tours

Initials___________
Occasional work outside normal office hours required; e.g., early morning, evening and/or weekend hours

Assist to oversee onsite ministry team and day-to-day office operations in absence or at the request of other staff members

Cover the duties of Program Services Manager when she is on vacation

Other duties, as assigned

POSITION REQUIREMENTS:

Education and Experience:
- Bachelor’s degree required.
- 1-3 years’ experience in purchasing
- 1-3 years’ experience managing social media pages for business
- Knowledge of food pantry operations

Other Required Knowledge, Skills & Abilities:
- Motivated team player with solid relationship-building skills, possessing a passion for ministry/mission-related work
- Able to effectively communicate THRIVE’s story, impacts, and value to cultivate financial and volunteer support
- Fully supportive of the THRIVE mission and values
- Personable, courteous, and energetic demeanor, exhibiting professionalism and integrity at all times
- Able to exercise discretion when working with highly sensitive/confidential client and donor information
- Possesses basic problem solving, research and analytical skills
- Organized, detail-oriented, flexible, creative and self-directed
- Able to handle multiple tasks/projects simultaneously and work effectively and efficiently, both independently and as part of a team
- Computer literate and familiar with database usage; workable knowledge of Microsoft Word, Outlook, and Excel
- Able to provide proof of valid driving license, and current auto insurance and clean driving record
- Able to pass a basic background check
- Ability to lift, with or without accommodation, at least 25 pounds, and provide other light labor such as loading boxes of food, shoes or office supplies
COMPENSATION AND BENEFITS:

- **Compensation:** Pay rate: $12.50 per hour; part-time, 20-25 hours per week. Twenty (20) hours fulfilled Monday through Thursday from 9am – 5pm; evening and weekend hours required to oversee volunteer groups and facilitate expanded food pantry efforts.

- **Paid Holidays and Office Closures:** After 3 months of employment, employee receives New Year’s Day, Martin Luther King Jr. Day, Memorial Day, Fourth of July, Labor Day, and Thanksgiving Day as compensated holiday closures. When holiday occurs outside of the Monday – Friday workweek, employee will be granted time off in equal value; e.g. if July 4 occurs on a Saturday or Sunday, employee may take eight (8) hours comp time in the week following the holiday.

- **Vacation and Sick Leave:** After 3 months of employment, employee is granted two (2) weeks of vacation (40 hours total). One (1) week is granted during the last week of the year when the organization is closed to the public. Exact dates governed by the day of the week on which Christmas and New Year occur. (General report-back-to-work date is the first business day after New Year’s Day.) The other week can be taken anytime during the year, with prior approval from the Executive Director.

- There are no compensated sick or personal days, though reasonable requests for non-paid time off will be considered if ample notice is provided. Leave must be authorized and taken in minimum half day increments. There is no provision for vacation or comp time accrual/carryover from one year to the next. Absence due to illness or bereavement beyond noted provisions requires authorization by designated THRIVE Board Officer(s) and written physician verification, as requested. At the earliest possible time, Executive Director or designated Board Officer(s) must be notified by telephone of employee’s inability to report for regularly scheduled duty.

- **This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time. Duties will be during the regularly scheduled hours of employment unless otherwise pre-authorized by THRIVE Management**