

Partnerships & Logistics Manager Job Description



The Partnerships & Logistics Manager is responsible for multiple facets of Fear 2 Freedom's (F2F) daily logistical operations and community partnerships. This position manages Fear 2 Freedom's community partner relationships, F2F Kits, and inventory. This position is responsible for community partner and vendor outreach and relations, supporting program events, inventory control, and office administration support. This is a full time 37.5 hours a week, salary paid position.

The Partnerships & Logistics Manager's responsibilities include:

- Assist Director of Programs (DP) to plan all aspects of program events including:
 - Maintain correspondences and follow-ups with schools and community partners regarding program events and logistics of the program events
 - Prep and pack for F2F program events
 - Assist and participate in Advisory Council & Where is the Line with the DP
 - Attend F2F events and programs, as needed (may include nights and weekends)
- Coordinate with community partners for F2F Kits for current and future events
- Research & prospect potential community partners
- Update and maintain leads and contacts of hospitals and community partners
- Facilitate and evaluate community partner surveys & feedback
- Participate and manage social media and marketing responsibilities related to partnerships and F2F Kits
- Manage program event Kits, merchandise, and office supply inventory
- Maintain inventory control with the inventory tracking system
- Communicate and build relationships with community partners and supply vendors
- Process and facilitate in-kind donation and Kit inventory donation drives
- Organize and facilitate shipping needs for program events and merchandise orders
- Facilitate volunteer and intern program working closely with COO
- Manage the "Get involved" general email account to take action on each incoming email, or delegate to proper staff contact, and respond punctually and accordingly
- Administer general office duties to include picking up/dropping off mail, organization, and staff admin support
- Attend and assist at programs and events as needed
- Assist with other mission related tasks and maintain office day to day with entire staff & F2F team as needed

Requirements:

- Bachelor's degree preferred
- Valid state driver's license
- A positive, welcoming attitude and outstanding internal/external customer service skills, including handling issues with sensitivity. Ability to conduct oneself in a professional manner and to

- communicate effectively and appropriately with a variety of people from diverse backgrounds
- Demonstrated strong organizational and time management skills, ability to prioritize projects, efficient and accurate in completing tasks as required attending to details and able to anticipate and meet deadlines while working under pressure of multiple and changing priorities
 - Ability to lift 50 pounds at a time and stand for long periods of time
 - Strong aptitude to work in a collaborative team setting on multiple projects and programs
 - Volunteer management experience preferred
 - Knowledge of Microsoft Office required

Salary Range:

\$30K - \$35K

Interested applicants, please email a cover letter and resume to Chief Executive Officer, Virginia Woodward, at Virginia@Fear2Freedom.org

About Fear 2 Freedom

Our mission at F2F is to help restore hope and dignity to survivors of sexual assault while empowering students and communities to combat sexual violence.

Fear 2 Freedom Location

We are located at 12284 Warwick Blvd., Suite 2H, Newport News, VA 23606. Our office is in the Huffman & Huffman Building, directly across the street from CNU's Ferguson Center for the Arts.

Visit us online at www.Fear2Freedom.org