

Job Title: Just in Case Closet Coordinator

Organization: Lowcountry Orphan Relief

Location: Charleston, South Carolina

Position Type: Part-Time

Hours: Monday-Friday (20 Hours)

Reports To: Executive Director

About Lowcountry Orphan Relief (LOR):

Lowcountry Orphan Relief is a nonprofit organization dedicated to serving children in need throughout South Carolina. LOR focuses on providing essential resources, support, and care to improve the lives of children suffering from abuse and neglect.

Position Summary:

The Just in Case Closet Coordinator Lowcountry Orphan Relief plays a pivotal role in ensuring the effective operation of our Just in Case Closets (JICCs) program. This position requires a highly organized, detail-oriented, and compassionate individual dedicated to improving the lives of children in need.

Key Responsibilities:

- **Just in Case Closets (JICCs) Management:**
 - Collaborate with Title One Schools to establish and maintain partnerships with schools in need of JICCs.
 - Ensure that schools adhere to LOR's policies and procedures related to JICCs, guaranteeing the program's integrity.
 - Oversee the procurement and distribution of items, including uniforms, underwear, socks, and toiletries.
 - Monitor and manage inventory restocking for existing JICCs.
 - Maintain meticulous records of purchases and shipments while managing JICC budgets.
- **Donor Engagement & Funding Development:**
 - Build and maintain strong relationships with individuals, businesses, and community partners who may contribute financially or in-kind to the JICC program.
 - Identify and pursue opportunities to secure funding, sponsorships, and donations designated for JICCs.
 - Express gratitude to donors through various means, such as emails, cards, and social media.

General Responsibilities (as necessary):

- Assist in the preparation and distribution of care kits for children in need.
- Conduct tours of LOR facilities for visitors and stakeholders.
- Fulfill additional duties and projects as assigned by the Executive Director.

Qualifications:

- Exceptional organizational and time management skills.
- Self-motivated with the capability to work both independently and collaboratively.
- Strong relationship-building and communication skills with experience in donor engagement and/or fundraising preferred.
- Commitment to Lowcountry Orphan Relief's mission and values.

Lowcountry Orphan Relief is an equal opportunity employer, and we encourage individuals from all backgrounds and experiences to apply.

To Apply: Interested candidates should submit a resume and cover letter outlining their qualifications and relevant experience to Sara Wallace at sara@lorkids.org. Please include salary expectations and explain why you are an ideal candidate for the Communications, Event, and Volunteer Manager position at Lowcountry Orphan Relief.