

IN-KIND DONATIONS PROCUREMENT COORDINATOR

Volunteer Role Description



The Mission

To uplift and empower women who are experiencing or at-risk-of homelessness through in-kind support, education, and community participation. At The Shoebox Project, we believe that a small gesture can have a profound impact. You're doing so much more than delivering gifts; you're delivering hope and human connection.

The Opportunity

As the Procurement Coordinator, you play a vital role in the gifting success of your Local Chapter. By researching and securing local partnerships, you ensure that your team has the premium items needed to create beautiful, high-quality gifts for the women we serve. You are the scavenger hunter and the bridge-builder, turning community resources into messages of dignity and hope.

Your Impactful Responsibilities

- **Strategic Outreach:** Act as an ambassador, engaging local companies and businesses to secure essential product donations for chapters across the country.
- **Relationship Management:** Forge new partnerships and nurture existing ones to ensure a steady supply of premium items for our Shoebox gifts.
- **Chapter Support:** Work closely with Local Chapter Coordinators to identify warm leads for potential donors in the region.
- **Meticulous Tracking:** Maintain organized and secure records of outreach efforts and partnership details, ensuring accuracy and privacy in accordance with organization policies.
- **Donor Stewardship:** Ensure all partners feel valued and recognized by following the official donor stewardship framework and communicating tax receipting needs to Head Office.
- **National Collaboration:** Identify and communicate any larger partnership potentials that may benefit the Shoebox Project's other Chapters with the Executive Director to help align with national needs.

What You Bring to the Team

- **Professional Presence:** A professional approach to outreach with exceptional verbal and written communication skills is a must.
- **The "Ask":** You are well-connected and confident in making direct requests for product support and high-level partnerships.
- **Charitable Insight:** Previous experience in non-profit outreach or corporate social responsibility (CSR) is a significant asset.
- **Organizational Prowess:** Strong time-management skills and the ability to work independently in a remote, team-oriented environment.
- **Digital Literacy:** Proficiency in Google Workspace and comfort using email, video conferencing, and social media for professional networking.
- **Technical Readiness:** Access to your own computer/laptop for official correspondence.

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Commitment & Logistics

- **Time:** A consistent commitment of **2–4 hours per week**.
- **Duration:** A minimum of 6 months, with the opportunity for ongoing involvement.
- **Support:** One-on-one training is provided (in-person or via video conference), with ongoing guidance from the local chapter leadership team.

Why Join Us?

This is a unique opportunity to apply your professional networking and procurement skills to make a large-scale impact. You will gain executive-level experience in the charitable sector, expand your professional network, and help provide dignity and hope to thousands of women across Canada. A letter of reference may be provided upon successful completion of your term.

Screening Requirements

Applicants must complete a Volunteer application, Interview, References.

How to Apply

*The Shoebox Project is an equal opportunity charity committed to diversity, equity, and inclusion.
We welcome all interested parties and provide accommodations upon request.*

Complete our [General Volunteer Application Form](#) or Email: karen@shoeboxproject.com