JOB DESCRIPTION – VISTA PARTNER – In Kind Logistics

Della Lamb Community Services exists to empower its clients to meet the challenges of education, employment, and self-sufficiency in an ever-changing world. Della Lamb aspires to be a trusted and engaged member of a thriving refugee community, continually advancing the quality of life together with its members. Della Lamb is a National Mission Institution in a covenant relationship with the United Methodist Women and an agency member of the United Way of Greater Kansas City. We strongly believe in the dignity of all people and strive to live out our values of LIGHT: learning, integrity, gratitude, health, and togetherness.

Refugee services are characterized by an Arrive and Thrive mentality, seeking to overcome short-term and long-term challenges in the resettlement and community integration process. We aim to provide best-in-class hospitality, services, and cultural education, using a strengths-based case management approach to understand and develop client goals. We believe that a thriving refugee community is predicated on community engagement, inviting stakeholders from across Kansas City to actively participate in the resettlement process and the advancement of refugee communities.

The In Kind-Logistics (IKL) VISTA works under the direction of the Engagement Director and the support of the Refugee Services Team, to work to track, retain insight on, develop a gratitude strategy and log all in kind donations. No distribution will be completed by this VISTA. The service year is meant to be a rewarding experience where the individual gains transferable skillsets essential to every nonprofit. This position requires a commitment to teamwork, patience, adaptability, servant leadership, humility of spirit, a strong work ethic, and a commitment to learning and growth.

Core responsibilities include, but may not be limited to, the following:

- Develop healthy relationships with in kind donors and look for opportunities to strengthen and enhance the relationships with those who provide in kind materials.
- Engage, market and promote/explore the best practices related to in kind donation collection.
- Review and understand the current refugee resettlement process.
- Create and implement templates and standard operating procedures for an in kind development program.
- Become fluent with the Client Trak management system & log all in kind donations and logistics support for larger reporting requirements
- Maintain newly developed community advancement relationships, research the need for relationships to/within partner agencies (i.e. Flourish Furnishings), implement findings and continually improve tracking as needed.
- Work closely with the refugee services team by suggesting areas for job clarity, helping set performance goals, and participating in case monitoring and needs assessments.
- Other duties as assigned.

Professional Qualifications:

- Adept at development/donations management- strengths-based personal development approach.
- Cultural intelligence and experience working to center the lived experience of those experiencing poverty, homelessness, or marginalization/invisibility.
• Strong organizational and team-building skills.
• Strong verbal and written communication skills.
• Strong attention to detail.
• Demonstrated ability to communicate effectively and diplomatically in a multi-cultural setting and with limited English proficiency speakers.
• Proficient in Microsoft Office applications and strong computer skills with aptitude for learning and implementing new technology platforms and tools.
• Embrace the tenets of servant leadership and teamwork, ready to serve all members of Della Lamb community with grace and kindness.
• Proven ability to work under pressure with administrative deadlines and manage multiple priorities in a dynamic environment.