

**Position Title:** Manager, Gifts in Kind  
**Reports to:** Gifts in Kind Managing Director  
**Classification:** Exempt  
**Salary Range:** \$45,000-\$55,000 DOE  
**Location:** Fort Myers, FL  
**Application Deadline:** January 30, 2023, 5:00pm  
**Submit Cover Letter and Resume:** [Tony@unitedwaylee.org](mailto:Tony@unitedwaylee.org)

## ABOUT UNITED WAY OF LEE, HENDRY, AND GLADES

United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer-driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is an \$16 million nonprofit social services organization with 70+ employees in six locations. The majority of funding is from private donations, although UWLHG also receives local, state, and federal grants.

**Summary:** This is a full-time, exempt position focused on hurricane recovery. Anticipated length of employment to continue through June 2024.

Manage daily activities for the 70,000sf processing center located on Treeline Avenue, including but not limited to, tracking incoming and outgoing inventory, pull items and schedule deliveries, coordinate schedule to align with Domestic Avenue processing center. Follow safety procedures and protocols at all times.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, obligations, and activities may change with or without notice.

**Supervisory Responsibilities:** There will be supervisory responsibilities; occasionally may work in conjunction with program volunteers.

**Qualifications:** The following requirements are representative of the knowledge, skill, and ability required to perform the essential job duties satisfactorily.

**Education and/or Experience:** High School completion preferred; GED accepted. Previous warehouse experience highly preferred.

**Knowledge:** Safe-lifting practices and knowledge of warehouse safety protocols required.

**Interpersonal Skills:** Excellent active listening and strong interpersonal skills required. Prioritization, operational, and judgment skills required.

**Language Skills:** Ability to present information to and respond to questions from staff members and program volunteers required.

**Computer Skills:** Requires knowledge of MS office software and database programs.

**Presentations Skills:** No public speaking or presentation skills needed.

### United Way of Lee, Hendry, and Glades

7273 Concourse Drive | Fort Myers, FL 33908 | 239.433.2000

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**Licenses & Certifications:** Valid Florida Driver's License with a driving record that meets our insurance guidelines. Forklift certification helpful.

**Other Skills:** Problem-solving capabilities and cultural diversity skills.

**Physical Demands:** The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk and reach with hands and arms. The employee must frequently lift and move up to 60 pounds and occasionally lift and move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are represented employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates within a warehouse environment, without air conditioning. Closed-toe shoes and other proper safety gear must be worn at all times. This role may sometimes use standard office equipment such as computers, phones, and photocopier

This is a full-time position. Days and work hours are typically weekdays between 8:00 am – 5:00 pm. Evening and weekend events to be required as job duties demand.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Level II background screening will be conducted because of the nature of the position. Applicants may be asked to take an online skills assessment.

Additional Information:

- UWLHG is an exceptional workplace that can provide you with:
- Opportunity to work with smart, passionate and enthusiastic team members and volunteers
- Working with diverse staff and other constituents
- Culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunity to help solve the community's toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Paid Health and Dental Insurance for employee, 401k, and Monthly Accrued PTO

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I understand and agree to the duties and expectations of my role as outlined in this job description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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