



Program Manager - Furnish with Love, Inc.

Furnish with Love is a nonprofit that transforms empty housing into uplifting homes for families who have recently experienced homelessness. With volunteers from the design community, we create and fully furnish nourishing and functional spaces that allow families to focus on each other and their futures. The Program Manager is responsible for all aspects of our home furnishing projects and will work closely with partner agencies, project families, and volunteers. The role requires flexibility, strong organizational skills, a warm personality, and dedication to the organization's mission. This position reports to the Board Chair of a volunteer-run organization.

Work Hours: Part-time, 20 hours/week. Monday-Friday mornings preferred (note that volunteer shifts are 10am-12pm). One/two Saturday mornings/month.

Work Location: Furnish with Love, 508 E. Howard Ave, Decatur, GA 30030 (referred to as "The Hive") and at project sites throughout Atlanta metro area.

Key Duties and Responsibilities

Projects

- Developing project schedule to include each phase of the project
- Making home visits to meet families and assess needs
- Working with designers to identify and find all furnishings needed for projects
- Packing and transporting project inventory to installation site
- Recruiting and coordinating volunteers for project preparation, installation, providing onsite supplies and refreshments, taking project photos; and documenting reveals
- Documenting and closing each project to include follow up with families, agencies, designers and volunteers

In-Kind Donations

- Maintaining list of current inventory and needs
- Soliciting, screening, and coordinating transportation of project donations as needed
- Managing furniture and art gallery at The Hive.

Partner Agencies and Families

- Managing current relationships and recruiting new partner agencies as needed
- Managing nomination process for candidate families and communication with the families

Volunteer Designers

- Managing current relationships and recruiting new volunteer designers as needed
- Managing communication with and project work of designers

Volunteers

- Recruiting individuals and volunteer groups
- Managing volunteer work and providing volunteer appreciation
- Inputting data on volunteers on platforms such as in MailChimp, Bloomerang, Google Docs, paper waivers, etc.