



**Position Title: Donations Manager**  
**Reports Directly To: Restore Manager**

**FLSA: Exempt**      **Department: ReStore**  
**Date of Job Description: December 2020**

**Basic Function:** Manage the donations and the donation process from beginning to end, including donor leads, evaluation of donations, scheduling, logistics, procurement, and follow up. Assist the ReStore Manager with all PR, Marketing, and Advertising functions of the ReStore.

**Dimensions:** Commitment to Habitat Program- EVERYTHING WE DO CENTERS ON BUILDING SAFE AFFORDABLE HOMES!

- Detail oriented
- Organized
- Strong customer service skills
- Flexible in dealing with an ever changing donations schedule

**Principal Accountabilities:**

- Analyze potential donations and impact of procurement to the net profit
- Procure quality donations from businesses and individuals
- Sales per square foot goals.
- Partner for sponsorships for future expenditures (trucks, truck wraps, mobile mini containers, etc.)
- Research listings of manufacturers, distributors, and vendors of product for potential donations
- Keep record of number of cold calls, donor contacts per month
- Follow guidelines for acceptable donations
- Market via social media channels
- Place follow-up calls/send Thank You's to potential/actual donors to maintain strong donor relationships
- Coordinate all aspects of donations management
- Assist with the promotion of the ReStore and Habitat's Mission
- Build a quality base of donors and referral networks through neighborhood and HOA pickups, etc
- Being Creative is Awesome and Needed.
- Logistics and Planning- cause there is A LOT of it.
- Other Stuff We Forgot to add.....but will remember later!

**Knowledge/Skills Required:**

- Nonprofit experience preferred but not required.
- Retail Experienced a Huge Plus
- People Oriented and Believe in the Mission of Habitat for Humanity.
- Proficient in Microsoft Office-Internet Based Applications- Smart Devices and Office Equipment
- Strong and Effective Communication skills
- Strong understanding of effective marketing and branding methods
- Sales experience almost a must
- Management experience helpful
- Excellent Organizational Skills
- Valid Driver's License and Vehicle.

**Internal Interactions:** ReStore Staff, Customers, Donors, Volunteers, Habitat Staff

**Estimated Time Commitment:** 40 hours/week (some evenings and weekends required)

**External Interactions:** Donors, Volunteers, Other ReStore Managers/Directors, Wholesalers