Position Title: Donations Manager  
FLSA: Exempt  
Department: ReStore

Reports Directly To: Restore General Manager  
Date of Job Description: January 2020

Basic Function: Manager 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 Director with all PR, Marketing, and Advertising functions of the ReStores.

Dimensions: Commitment to Habitat Program
- 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
- Seek out donations from business and individuals
- 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
- Attend trade shows to learn about new materials and meet prospective vendors
- Follow guidelines for acceptable donations
- Place follow-up calls/send Thank You’s to potential/actual donors to maintain strong donor relationships
- Manage the donation department
- Manage the deconstruction department
- Assist with the marketing of the ReStores/
- Build a quality base of donors
- Logistics and planning
- Other tasks as required by the ReStore Director

Knowledge/Skills Required:
- Nonprofit experience preferred
- Proficient in Microsoft Office
- Strong interpersonal communication skills
- Sales experience preferred
- Management experience preferred
- A full understanding of ReStore merchandise and operations
- Valid Driver’s License

Internal Interactions: ReStore Staff, Habitat Staff

Estimated Time Commitment: 40 hours/week

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

Level of authority: Minimal supervision