

# Milwaukee Habitat for Humanity Job Description

**Title:** ReStore In-Kind Donations Manager

**Date Prepared:** July, 2014

**Department:** ReStore

**Reports to:** ReStore Director

Seeking to put God's love into action, Milwaukee Habitat for Humanity brings people together to build homes, communities, and hope. Since 1984, Milwaukee Habitat for Humanity (MHFH) has served over 800 families through building and renovating homes.

## **Position Overview:**

**JOB SUMMARY:** The In-Kind Donations Manager is responsible for researching, initiating contact and cultivating in-kind donations (materials and services) from corporations, small business and individuals for the ReStore and for use in construction.

## **Job Task and Responsibilities:**

- Conduct research, obtain contact information, and take leadership role on potential corporate, small business, and individuals to make them aware of MHFH and our ReStore and to make them donors.
- Attend trade shows and participate in relevant area groups (e.g. NARI & MMAC).
- Articulate the case for support so that donors engage and support the mission and vision of MHFH.
- Utilize Donor Perfect contact management system to track solicitation, calls, visits and results.
- Continually develop and cultivate a prospective donor database. Make calls on current and potential donors to increase quality and quantity of donations.
- Provide exemplary customer service including prompt returning of phone calls and timely acknowledgement of donations.
- Work with the Development Department to share leads, coordinate activities, and to establish and implement in-kind donor recognition program.
- Coordinate with other departments and ReStore Management to ensure compliance with donor intent.
- Provide timely, written reports regarding the outcome of cultivation and solicitation actions.
- Adhere to guidelines for acceptable donations for MHFH and ReStore purposes.
- Develop and recommend work flow and/or policy for procurement strategies.
- Assist management in development and implementation of strategies, goals and objectives.
- Participate as needed in MHFH fundraising events, Blitz Builds, and House Dedications.
- Special projects or assignments as requested and/or other duties as may be assigned.
- Coordinates Deconstruction Activities with donor, Deconstruction Crew Leader, ReStore Operation's Manager, and the ReStore Staff as required, in order to provide a superior donor and ReStore experience.
- Responsible for donation pick-ups and the scheduling of the same. Work with the Operation's Manager to plan the most efficient pick-up routes.

- Manage and direct the In-Kind Donations Assistant and co-direct the Resource Development Vista.

**Knowledge, Skills, Abilities and Personal Characteristics:**

- Associate or Bachelor's Degree preferred.
- Proficient in Microsoft Office Suite; experience with Donor Management software.
- Knowledge of basic construction tools, materials and process is helpful.
- Retail sales experience preferred.
- Demonstrated success is making donation "cold-calls".
- Ability to self-motivate, strategize and close.
- Maintain all information in a confidential and professional manner.
- Models appropriate behavior in interaction with diverse donor base, families served, volunteers, and staff.
- Ability to demonstrate a high level of ethics, integrity, diplomacy and initiative.
- Strong personal/written communication skills to clearly and effectively express ideas along with demonstrated presentation and public speaking skills and the ability to network.
- Strong planning and organizational skills with attention to detail.
- Ability to work under pressure while maintaining positive regard for others.
- Demonstrated success working in a team environment and independently.
- Willingness to work some nights and weekends.
- Passionate about the mission of Milwaukee Habitat for Humanity.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Requirement:**

I understand that as an employee of Milwaukee Habitat for Humanity that I may be called on to drive a Milwaukee Habitat vehicle. I agree to keep a copy of my driver's license in my employee file and will notify Human Resources immediately if it becomes invalid for any reason. I understand that this is a qualification requirement which means that if my license is suspended for certain reasons (such as a DUI or other ticket that takes away driving privileges) that my employment could be terminated.

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

Date: \_\_\_\_\_