



Job Description: Gift-In-Kind Program Manager

FLSA Status: Exempt

Classification: Full time

Summary

The Gift-In-Kind Program Manager is a key leader in growing revenue and reducing construction costs by securing donated products for sale at Habitat ReStores and for use on Habitat home construction, rehab and repair projects.

- Develop and manage the implementation of a donation solicitation plan that will increase the number, consistency, size and quality of in-kind donations.
- Identify new in-kind donor prospects and develop strategies for outreach, cultivation and solicitation, as well as effective stewardship of current in-kind donors.
- Ensure clear and timely communication with the Development team to coordinate in-kind donor development and leverage existing donor and vendor relationships.
- Conduct systematic prospecting activities to maintain an adequate pipeline of potential in-kind donors.
- Proactively seek out networking opportunities and establish relationships with businesses to increase awareness of and participation with the gift-in-kind program.
- Develop strong relationships with local municipalities, businesses and others to increase awareness of and participation with the ReStore's deconstruction program.
- Work with the Marketing & Communications Manager to develop, maintain and disseminate accurate and compelling information related to the gift-in-kind program.
- Ensure quality donor relations, and address comments and grievances in a timely and professional manner.
- Work with appropriate staff and volunteers to ensure that donor database is accurate and effective.
- Other duties as assigned by the Executive Director.

Relationships

Works closely with (Internal): ReStore and Development teams, Executive Director, Marketing and Communications Manager, Manager of Construction and Land Development

Interacts with (External): Manufacturers, contractors, vendors, retail outlets, and other businesses and individuals who are in a position to donate building materials and services.

Organizational Impact: ReStore revenue; Construction costs

Qualifications

- Experience in some or all of these areas: corporate sales, fundraising, public or community relations.
- Experience developing strategy, implementing best practices and executing a plan
- Ability to develop strong and productive relationships, collaborate across departments and work with all levels of organizations in a professional manner.
- Well-developed organizational skills, attention to detail, and ability to manage multiple projects and priorities.
- Dedication to and enthusiasm for the mission of Habitat for Humanity and Habitat ReStores.
- Proficiency in MS Office applications is required.
- Working knowledge of Salesforce.com or other Constituent Relationship Management system is preferred.



Greater Fox Cities Area Habitat for Humanity
and Appleton Habitat ReStores

- Reliable transportation and valid driver's license are required.

Gift-In-Kind Program Manager

Date

Greater Fox Cities Area Habitat for Humanity is an Equal Employment Opportunity employer. Applicants are considered without regard to race, color, religion, sex, national origin, age, disability, or other protected status.