

Greater Fox Cities Area Habitat for Humanity

Position Description

Title: **Gift in Kind Program Manager**
Reports to: Development Director
FLSA Status: Exempt Classification: Full-time

Purpose

To grow revenue and reduce construction costs by securing donated and purchased products for sale at Habitat ReStores and for use on Habitat home construction, rehab and repair projects.

Responsibilities

- Strategic:
 - Contribute to the development of the Development and ReStore department strategies.
- Decision-Making:
 - Makes decisions regarding gift in kind program development and implementation, keeping Development Director informed and seeking advice as needed.
- Technical:
 - 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.
 - Develop, implement and monitor annual New Goods plans to achieve the ReStore sales goals and price savings for construction supply purchases.
 - Work closely with the ReStore Donations Coordinator, Operations Manager and in-store staff to ensure positive donor experiences and coordinated pick-up and receiving of product to the stores.
 - 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.
- Budgetary:
 - Participate in the budget process and budget planning.
 - Work within the expense budget parameters, adjusting operations as needed to stay within budget.
- Leadership/Management:
 - Work collaboratively with the management team and staff to maintain a positive, supportive and mission focused work culture.

- Internal Representation:
 - Member of the ReStore committee, attending meetings, and relaying information between the committee and the Development team.
 - Develop strong, positive and lasting relationships with staff and volunteers.
- External Representation:
 - Represent the organization to donors and the community, primarily on program-specific duties.
 - Manage relationships with members of NARI, HBA and HOV Chamber.

Required Knowledge, Skills and Experience:

- 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
- Strong analytical ability, reliability and thoroughness
- Excellent written and verbal communication skills.
- Superior time management and organizational skills, with exceptional attention to detail.
- Ability to learn and work independently in an unstructured environment and as a team player.
- Ability to establish effective internal and external working relationships.
- Ability to work diplomatically with others to discuss and resolve problems.
- Demonstrated ability to handle multiple and changing projects, deadlines and priorities.
- Outstanding interpersonal communication skills which must be effective and courteous, requiring high integrity when dealing with a broad array of backgrounds.
- Commitment to mission and values-driven work environment.
- Proficient with Microsoft Office projects and CRM software.

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.