

**Position:** ReStore Donation Manager – Habitat for Humanity of the MS Gulf Coast

**Resumes accepted by email to [jobs@hfhmgc.org](mailto:jobs@hfhmgc.org). Cover letter along with three professional references with contact information should be included. No phone calls please. Applications will be considered on a rolling basis, and the position will be open until filled.**

**Primary Role:** The ReStore Donation Manager is a crucial member of the Habitat for Humanity of the Mississippi Gulf Coast's Resource Development team, responsible for growing the donation pipeline for our ReStores. Functions include lead development, donor solicitation, donor coordination, acknowledgment, and relationship management. This role will coordinate with ReStore Management and the Logistics Department to facilitate a profitable and sustained flow of acceptable donations needed to meet each area's supply and demand.

**Responsibilities:**

- Proactively identify and contact potential corporate partners to solicit donations.
- Build and maintain strong long-lasting relationships with donors, staff, and community organizations by way of strong interpersonal and professional communication.
- Develop and implement strategies to enhance the reputation and improve the overall value and number of donations to our ReStores.
- Embrace technological solutions to create, maintain, and supply prompt, updated reports of designated activities including but not limited to donor records, contacts, requests, outreach activities, and other metrics to build awareness and ensure plans and projections are on target.
- Maintain/Update CRM (Salesforce) system with account/contact information and any relevant activities/donations.
- Provide honest feedback and support to ensure continuous improvement in communication, productivity, efficiency, safety, and satisfaction.
- Work with ReStore Leadership to identify the types of materials that are needed or might be sold in the ReStore.
- Evaluate condition/acceptability of potential donations.
- Complete training and assignments as required.
- Occasional travel may be needed, including nights and weekend hours.
- Attend and/or represent the ReStore at related industry events, including various expos and community events, aid with special events within the ReStores, supply operations support for ReStores as assigned.
- Regular and dependable attendance is needed for this position.
- Habitat for Humanity of the Mississippi Gulf Coast reserves the right to add or change duties at any time.

**Minimum Requirements:**

- Bachelor's degree in related field or related professional experience.
- Proficient computer skills in the following:
  - Word processing
  - Spreadsheets
  - Databases
  - Internet
  - Typing
- Excellent written and communication skills.

Habitat for Humanity of the Mississippi Gulf Coast provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

- Convey clear, concise information using appropriate communication techniques: verbal, written, or other.
- Take initiative while working with significant autonomy.
- Plan, schedule, prioritize, coordinate, and manage multiple work activities, paying attention to detail and thoroughness.
- Adaptability and attitude are key. Must effectively move from one task to another with ease.
- Excellent problem-solving ability: quick, sound, and decisive decision-maker in rapidly changing conditions; predicting, addressing, and solving problems.
- Work history in business development, sales, or fundraising is a plus.
- Familiarity with construction materials, home appliances, tools, furniture, and interior design trends a plus.
- Able to lift 30 lbs.
- Maintain a “team first” outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the organization.
- Treat others in a nondiscriminatory, lawful, and ethical manner, respecting the differences among people, and the value they bring to our organization.
- Valid driver’s license and reliable transportation for donation calls, meeting, events, and various functions as required.
- Commitment to affordable housing and HFHMGC’s mission, vision, and values. Dedication to and ability to effectively communicate the mission and core values of HFHMGC and the community impact of the ReStore.

**Employment Status:** Full-Time, salary position at 40+ hours per week including some Saturdays.

**Salary:** Competitive salary depending on experience, plus a benefits package including medical insurance and 401k options.