Corporate Donations Support Volunteer Position Description

**Supervisor and Department:** Donna Martin, Corporate Donations Manager, ReStore Operations

**Who You Are:**
You are organized, detail oriented, and don’t mind some data entry. You like building relationships and connecting the community to the mission of Habitat. You want to be a part of a group of like-minded people that share similar values and look for an organization that welcomes everyone to be a part of the mission. You are seeking an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

**Who we are:**
Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all.

Habitat for Humanity's ReStores support Habitat’s mission to build and preserve affordable homeownership opportunities in the Metro Denver area. The ReStores are home improvement outlets that sell donated building materials, home furnishings, appliances, and more at a discount to generate funds to support Habitat for Humanity.

To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. The organization also works with existing low-income homeowners in formerly red-lined Denver neighborhoods to do critical home repairs. Throughout its 42-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

**How We Succeed Together:**
Habitat Metro Denver’s **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.
**Corporate Donations Support Volunteer Position Description**

**General Description:** The Corporate Donations Core Volunteer will work closely with the Corporate Donations Manager to acquire and engage with corporations who donate materials and items to Habitat Metro Denver’s four ReStores.

**Major Responsibilities:**
- Become a Habitat for Humanity ambassador to our donors, customers, and daily volunteers by embracing our Cultural Blueprint
- Help the Corporate Donations Manager with day-to-day task such as:
  - Mailers
  - Thank You Notes
  - Follow Up after services provided
  - Social Media updates and posts
  - Raisers Edge Data Entry
- Other duties as assigned

**Time Commitment:** Approximately 3-4 hours per week

**Knowledge, Skills, & Abilities:**
- Strong written and verbal communication
- Basic computer skills
- Database experience preferred
- Customer service skills
- Experience with social media
- Ability to work independently
- Ability to pass a background check

**Training:**
- Volunteer Orientation
- Raisers Edge Database Training
- Training on donor relations

**Location:** Option to work in-person at the Denver ReStore (70 Rio Grande Blvd, Denver) or remote.

**Impact:** Corporate Donations bring in about $70,000 worth of donations to the affiliate per year. This volunteer position would help support those efforts by upkeeping relationships with donors, and data entry to track donations and donors for future outreach.

**Volunteer Benefits:**
- Camaraderie with a welcoming team of staff and volunteers (including BBQ's/happy hours/formal recognition events)
- Habitat swag
- 25% off select items at the 4 Metro Denver Habitat ReStores
- Develop professional skills and leadership skills
- Scholarship towards a week-long Habitat Denver Global Village Trip after one year of service