

JOB DESCRIPTION

| | |
|--|---|
| Position: Donor Relations Coordinator | Department: ReStores/ReStore Support |
| Reports to: Corporate Donations Manager | Employment/FLSA Status: Full-Time, Exempt |
| Salary Range: \$34,000 – 40,600 – 47,200/year | Benefits Available Include: Medical coverage, 401k match, PTO for vacation, sick and holidays, Dental and Vision options, and more |

Position Overview:

Habitat Metro Denver seeks to hire a dynamic, innovative and goal-oriented professional to increase support from Habitat's Corporate donors. This professional will have exceptional written and verbal communications skills and thrive in a sales role. They will love being out of the office and getting to know the passions and interests that drive our supporters. They are motivated and understand strong relationships with donors are critical to our success to impact more families.

The Donor Relations Coordinator is accountable for the prospect identification, cultivation and stewardship of donations to the Habitat for Humanity ReStores. With a focus on the development and retention of a corporate donor base, this position will seek out materials, furniture, furnishings and supplies for the ReStores. This position will increase the volume and quality of the donation base by soliciting and managing new donors. This position serves as a liaison between the Corporate Donations department and the Corporate Donor by coordinating activities to ensure the maximum efficiency to the organization, while providing a seamless, appreciative experience to our donor base.

Essential Job Functions and Responsibilities:

- Researching and engaging with potential commercial donors. In partnership with and under the direction of the Corporate Donations (CD) Manager, the Coordinator will coordinate the entire corporate donation process, including developing donor leads, evaluating donations, procuring and scheduling, and following up with both the donor and the ReStores.
- The Corporate Donations Associate will assist the CD Manager with public relations, including marketing and advertising of the CD program in order to secure donations for the Habitat Metro Denver ReStores.
- Serve in an administrative role to ensure proper donor recognition, identification of potential donors, and to track corporate donations through the utilization of various systems including Vonigo and Raiser's Edge.
- Attend community events and networking meetings to help build a base of donors and establish relationships with existing and potential donors.
- Responsible for clear and appropriate communication with new and existing donors. This communication includes but is not limited to: confirmation/follow-up calls, thank you notes and other various communications that will maintain a positive donor relationship.
- Maintain an open line of communication with ReStore Leadership to fully understand and mitigate acquiring donations which are not of value, too labor intensive to manage, or not within the context of Home Improvement retail. In addition, regularly seek feedback from ReStore Leadership to garner a better understanding of how items sell in each location to ensure product is quickly sold through.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent oral and written communication skills; able to communicate clearly and effectively to all level of persons inside and outside the organization
- Superior customer service skills, including building and maintaining relationships with corporate donors

- Good process management skills with the ability to effectively plan, prioritize, coordinate, delegate and manage workload to meet goals and deadlines
- Ability to use and understand computers systems and software including Office 365, Raiser's Edge and Logistics Software
- Broad understanding of ReStore Retail Operations and Logistics; principles and practices of business and retail operations; knowledge of fair market values of new and used building materials, furnishings and other home improvement items
- Self-motivated and able to work independently
- Strong critical thinking and abilities to problem solve
- Ability to track, report, and analyze information related to Corporate Donations productivity and return on investment
- Maintains personal and professional composure and integrity under stressful conditions

EDUCATION, EXPERIENCE:

- College degree strongly preferred with an emphasis on business or retail management
- 3 to 5 years of proven success in sales, non-profit donation procurement or fleet management experience preferred
- Strong computer proficiency including experience with MS Office Suite, Quick Books Financials and Logistics software

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to adequately traverse a retail store or other locations; lifting /carrying minimum of 50 lbs; bending, twisting, reaching or other similar activities as required
- Willingness to work weekends, evenings, overtime as required
- Ability to work and apply physical dexterity at a desk and computer for extended periods of time
- Ability and willingness to transport donated items when required utilizing personal or company vehicles; including driving a box truck when necessary

WORK ENVIRONMENT AND CONDITIONS:

- Time will be split between sitting at a desk and driving throughout Metro Denver
- Sometime spent traversing through retail and warehouse settings
- A Motor Vehicle Report (MVR) will be run for insurance purposes
- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite