



Habitat for Humanity of Greater  
Sacramento  
819 N 10<sup>th</sup> Street  
Sacramento CA 95811

#### POSITION DESCRIPTION

<p><b>Position title:</b> Gifts In-Kind Officer <b>Department:</b> Fund Development <b>Reports to:</b> Director of Development <b>Supervises:</b> Volunteers <b>Monthly salary range:</b> \$45,000-\$50,000 DOE <i>(Full-time position exempt from overtime)</i></p>
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**Purpose/Objective:** Gifts In-Kind Officer (GIK) will be responsible for planning, securing and following through on In Kind donations for the ReStore, Construction and the Affiliate at large. The purpose of the role is to identify potential donors, develop relationships and acquire valuable donations from current and future gift in kind donors on behalf of Habitat for Humanity of Greater Sacramento, for the purpose of enhancing our corporate relationships within Sacramento and Yolo counties and dramatically growing our annual gift in kind revenue.

#### Essential Duties and Responsibilities:

- Conduct systematic and ongoing prospecting activities to maintain an adequate pipeline for potential donors;
- Write compelling proposals and oversee development of creative presentations and reports;
- Maintain GIK donor data base including donor profiles and donation history;
- Solicit and document feedback from Construction, Stores and Office personnel to prioritize product/material needs;
- Research and catalog strategic retail, wholesale and manufacturing organizations for the purpose of acquisition and cultivation;
- Develop and implement appropriate face to face and phone solicitation strategies for procurement of strategic product donations;
- Provide appropriate follow up to leads generated from Habitat staff or other sources;
- Maintain professional standards regarding phone interface with donors and potential product donors;
- Catalog and provide appropriate details for organizational “stories/anecdotes” for the purposes of marketing and promotion of GIK donations;
- Keep abreast of Gifts in Kind best practices, IRS regulations and other sector information;
- Actively utilize Habitat’s Raisers Edge CRM tool to accurately record, analyze and systematically plan donor interactions;
- Continuously monitor field demands, comparing them against existing and projected supply, to adjust plans to ensure quality, quantity and timing of product resources needed for field programs;
- Through strategic and active cultivation, facilitate the migration of new and current donors to higher levels of engagement;
- Understand and be able to effectively articulate Habitat for Humanity’s core model and mission to potential partners and donors; and
- Work collaboratively with internal and external stakeholders as assigned or needed for the purpose of strategic engagement with product donors.

#### Competencies:

- Excellent verbal and written communication skills;
- Advanced knowledge using Excel, Access, and other Microsoft Office software;
- The ability to create and utilize weekly, monthly, quarterly, and ad hoc management reports to track performance and results;
- Ability to interact well and create positive working relationships with all levels of personnel and departments;
- Very strong organizational skills required with the ability to manage multiple projects simultaneously;
- Proven track record of cross-functional collaboration;
- Ability to work as a team leader as well as a team member;
- Ability to work in a fast-paced environment with changing priorities;
- Experience keeping clear records of GIK-related projects, decisions, and progress individually and for program overall;
- Ability to multi-task in high volume situations; and
- Problem solving / solution minded capabilities.

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The position requires occasional lifting of 25 pounds or less, sitting for prolonged periods of time, and driving within the community.

**Skills/Requirements:**

- College degree is preferred
- Must have demonstrated knowledge with Microsoft Office or equivalent
- Employment is subject to a background check per HFHGS policy, verification of business reference checks, and providing proof of citizenship or authorization to work in the United States.
- Experience in sales or fundraising for GIK and non-profit experience is essential.
- Knowledge of monitoring and evaluation methodologies
- Candidates must possess a valid California driver's license and meet the State's automobile insurability requirement.

To apply: Submit resume and cover letter to [LMiller@HabitatGreaterSac.org](mailto:LMiller@HabitatGreaterSac.org).

Habitat for Humanity of Greater Sacramento is firmly committed to a policy of equal employment opportunity (EEO) and will provide such opportunities to all qualified persons without regard to race, color, sex, sexual preference, nationality.

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This position description does not list all the duties of the job. You may be asked by your supervisor to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Management has the right to revise this position description at any time. The position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

PD approved by	Date	Supervisor	Date	Employee	Date	Personnel file	Date