



Job Title: ReStore Associate Director of Donations and Logistics
Employment Status: Salary, Exempt.

July 1, 2024

Job Summary:

The ReStore Associate Director of Procurement is responsible for researching and cultivating relationships with corporate donors, product vendors and community agencies for the solicitation of in-kind donations of goods. This position has regular contact with staff, donors, volunteers, customers, vendors, and the general public. This position is also responsible for the oversight of the donation driver network and coordination of all residential and corporate pickups. In addition, this position will assist in the oversight of all social media platforms used for ReStore operations. This position reports to the VP of retail operations and also is required to work closely with the Volunteer Services and Development Departments.

Essential Duties and Responsibilities

- Will serve as the primary contact of the ReStore network for the purpose of securing corporate donations.
- Conduct appropriate research to build, support and enhance the program. Will work with the VP of retail operations to continually explore new avenues for donations and product purchases.
- Coordinate with the Development Department with respect to contact with donors or potential donors to avoid conflicts or “double/multiple” contacts.
- Administer ReStore Partner Program by tracking donations, maintaining current donor relationships, and cultivating new donors in partnership with the VP of retail operations.
- Work in our donor database (currently Donor Perfect) to track all work/activity and maintain database of past, present, and potential donors.
- Oversees the Donations Coordinator and the truck drivers to coordinate schedules and incoming materials. Will be responsible for the overall driver network and operation.
- Maintain the corporate donations calendar of items coming in each week.
- Coordinate the Deconstruction department and complete site visits, volunteer recruitment and execution of projects.
- Work with the ReStore administrative assistant to keep track of the values of all corporate donations. Will ensure the reporting is updated and provide to the VP in a timely cadence.
- Routinely solicit donations and maintain relationships with donors through phone calls and face to face meetings.
- Work with ReStore management to ensure incoming materials are useful, space is available, and staffing is available to process donations to the store sales floor.
- Will ensure the pricing structure is in place for corporate donated items and being followed while visiting stores.
- Coordinate and inform among the store staff, truck drivers and donors to maintain good relationships as we receive donated product.

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- Represent the ReStore at all NARI meetings and other events as appropriate.
- On occasion assist in the coordination, planning, and implementation of ReStore special events and community outreach booths, as well as attend such events.
- Build awareness of Habitat for Humanity MidOhio and its programs through speaking engagements, marketing tools, and media outlets, including but not be limited to Facebook, Instagram, Twitter and Constant Contact.
- Respond promptly to questions and comments online from customers and community members, ensuring that appropriate and correct information is relayed.
- Work to tie the ReStore to Habitat's mission by sharing mission-related content in store media, training ReStore staff and volunteers on history and mission, and sharing impact stories in the ReStore and through media.
- Create and implement plans for outreach growth on social media and mailing list. Track and analyze growth metrics and data.
- Adhere to all policies and procedures for Habitat for Humanity MidOhio and the ReStore.
- Coordinate and cooperate with other volunteers, staff, and community service people making the experience pleasant and meaningful.
- Demonstrate a commitment to the quality improvement process and the philosophy of continuous improvement in the ReStore.
- Perform other duties and tasks as needed.

Job Requirements:

- College degree or equivalent experience.
- Excellent organizational and time management skills with the ability to multitask.
- Strong interpersonal skills and command of written, oral, and verbal communication skills.
- Ability to work with a diverse group of people of all ages, backgrounds and contexts; basic computer proficiency in
- Microsoft Office and scheduling tools; the ability to learn affiliate recruiting and tracking systems.
- Possession of a good driving record; and the ability to function in a warehouse/office/store setting.
- Ability to attend meetings and functions outside of the Habitat office.
- Ability to complete some hands-on work (loading, lifting, standing long periods, bending, twisting, etc.), primarily for purposes of successfully acquiring and receiving donations.
- Flexible Availability-Schedule is normally Monday-Friday 8a-5p. Some evening and weekend hours will occasionally be required.

EQUAL EMPLOYMENT OPPORTUNITY

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.



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