**OPERATION GRATITUDE**

**Position Description**

**JOB TITLE:** Manager, In-Kind Donations  
**DEPARTMENT:** Development  
**REPORTS TO:** Chief Development Officer  
**LOCATION:** Remote

**MISSION + VISION:**

**Mission:** Our mission is to honor the service of our military and first responders by creating opportunities to say thank you.

**Vision:** We are focused on a future where all who serve believe the American people care.

**THE OPPORTUNITY:**

The Manager of In-Kind Donations is responsible for Operation Gratitude’s in-kind gifts (non-cash donations) soliciting donors, developing and stewarding relationships, and tracking and recording gifts. This position is committed to contributing to the development of a pipeline of new companies that want to support Veteran, Military and First Responder communities. This position works under the supervision of the Chief Development Officer and in close collaboration with the Director of Corporate Partnerships and operations team to maintain and grow the in-kind product donation requirements.

**KEY RESPONSIBILITIES:**

- Manage all aspects of corporate product donations from prospecting, outreach for needed items, to handling inbound requests, gathering donation details, coordinating with the operations team, confirming receipt of donations and stewarding donor relationships.
- Solicit in-kind gifts for care packages via phone, email, formal letters/requests and virtual meetings with specific focus on specific product categories.
- Administration, recording and tracking of all in-kind donations to the organization, totaling a minimum of $15 million in 2022 (and growing year over year).
- Provide quarterly impact reports and share recipient emails, photos, messages, etc. with corporate donors on an ongoing basis to communicate the impact of their support and continually keep partners engaged and motivated to continue their support.
- Work with operations and development teams to identify in-kind product needs and opportunities to offset current expenses.
- Oversees and coordinates calendar for in-kind donations, tracking deliverables, and maintaining records and files.
- Donor stewardship for ongoing in-kind partnerships.
- Manage product wish lists organization wide to ensure product needs are met through a combination of individual and corporate support.
- Other duties as assigned.

**KEY REQUIREMENTS:**

- Strong business and/or nonprofit understanding.
- Experience in prospecting for new companies and organizations.
- Results-oriented individual.
- Ability to work in a remote face paced environment.
• Dynamic individual with the ability to manage multiple large and small projects at once, working with a team and independently.
• Outstanding written and oral communication skills.
• Must be flexible and able to work some nights and weekends to build relationships with partnerships.

QUALIFICATIONS:
• Bachelor’s degree from business related field is preferred.
• Creativity and experience driving a metrics-based approach to grow and maintain partnerships.
• Experience working in Salesforce.
• Excellent communication and presentation skills.
• Proactive, team oriented, highly organized, and detail oriented.

SALARY RANGE IS HIGHLY COMPETITIVE ($60,000-$80,000 DOE) AND COMMENSURATE WITH QUALIFICATIONS AND EXPERIENCE. A comprehensive benefits package will be offered.

Location: Remote

Operation Gratitude is an equal opportunity employer

For more information about Operation Gratitude, please visit www.operationgratitude.com

To apply, please email your resume and cover letter to Cheryl Zerah at resumes@operationgratitude.com