

# Job Posting

## #24.136 GIFTS IN KIND SUPERVISOR

**\*Please See Below for Shift Details\***

*This posting is open to all qualified applicants.*

Our Place Society (OPS) is an organization founded on progressive and inclusive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and directing our work.**

### **Position Overview:**

The Gifts In Kind Supervisor will support the Philanthropy Department. This position plays a crucial role in maintaining and enhancing relationships with donors by ensuring all in-kind donations are accurately tracked and appropriately recognized. By coordinating with various departments to identify needed items and engaging with non-financial donors, it ensures that resources are effectively utilized to support the organization's mission. The meticulous data entry and donor stewardship tasks, such as updating donor information and creating thank-you letters, are vital for maintaining accurate records and fostering positive relationships with supporters. This role's responsibilities help build trust and goodwill, which are essential for securing ongoing support and resources, making it integral to the organization's success.

### **Duties and Responsibilities:**

- Gifts In Kind Supervision
  - Supervising and directing the work of the Gifts in Kind Associate during shifts to manage daily responsibilities.
  - Tracking all gifts in kind across the organization and ensuring proper donor recognition.
  - Handling donor phone calls, assessing their contributions, and, if necessary, directing donations to 919 Pandora.
  - Coordinating with the community centre, housing, and New Roads to maintain a list of needed donation items.
  - Collaborating with non-financial donors involved in product drives and in-kind donations (e.g., tenant supplies, clothing, sock drives, food, etc.). The Supervisor will be collaborating with local businesses and schools to provide the support for third party product drives, they will be providing information and encouragement to these businesses or schools. They will approach local business with the idea to do a product

drive and help the business or school make a plan. They will also collaborate and get assistance from the In-Kind Associate.

- Working with various departments and the Gifts In Kind Associate to identify new potential donors.
- Partnering with Events' Committees for prospecting and securing event items.
- Actively seeking and soliciting gifts in kind from donors. They will research what companies would be appropriate to approach for in-kind donations. They would research on-line for the businesses, and then research through linked in or on the website, who within the company would be the appropriate person to contact. Research the company for any past donations that they have supported or what is their community presence, what are their philanthropic priorities and if OPS aligns with them. Once they determine if it is a business that aligns with the need we are trying to fill they would write and email and send that off with an initial inquiry. If there is no response to the email, they would call. They would follow up appropriately until they receive a resolution to the donation request.
- Donor Stewardship – consisting of
  - Recognizing both financial and in-kind donors. The Supervisor will provide an appraisal (research on the internet to find three similar items for the market value, or if it is a new item, they will find the price on-line) and provide a tax receipt. They will send an email/paper thank you to the donor for their donation outlining the impact of the item. Or they will give a phone call of thanks. Or depending on the item, they may ask for a Director to call the donor to thank. They will also work with volunteer callers to make a call of thanks.
  - Creating thank you letters and receipts in accordance with CRA guidelines for appraisals and valuations.
  - Making thank-you calls to valued financial and non-financial donors, updating their contact details and communication preferences as needed.
  - Updating the website and creating forms for gift-in-kind solicitation and donor recognition.
  - Developing social media content for donor solicitation and recognition.
- Data Entry – consisting of
  - Verifying and updating donor information, including new contact details, meeting notes, solicitation preferences, obituary information, and gift-in-kind appraisals.
  - Creating new constituent records.
  - Entering donor contributions into batches.
  - Performing miscellaneous data clean-up tasks.
  - Process and enter all financial donations

#### **Skills and Abilities:**

- High attention to detail is essential.
- Proficiency with Microsoft products, WordPress at an intermediate level, and CRM databases.

- Ability to work independently and as part of a team.
- Excellent interpersonal, verbal, and written communication skills.
- Self-motivated and focused, with the ability to create and execute strategies for achieving goals.
- Proven ability to solicit individual and corporate donors.
- Well-developed teamwork skills.
- Strong listening and analytical abilities.
- Capability to provide appropriate donor recognition tools (e.g., social media, certificates, plaques).

### **Qualifications:**

#### **Education and Knowledge:**

- Minimum of Grade 12 diploma.

#### **Training and Experience:**

- Minimum of one year (1) of experience working with a database program.

OR and equivalent of education, training, and experience.

### **Working Conditions**

**Shifts:** Part time, 20 hours per week.

**Compensation:** \$31.56 to \$33.49 per hour.

**Benefits:** Vacation is accrued at a rate of 6% or in accordance with your length of service as per the collective agreement (Article 18.1). Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

**This position requires union membership.**

### **How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 4:30 p.m. Monday, September 16, 2024 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Ryan Brost, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “File #24.136 – Gifts In Kind Supervisor” in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.