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Hope and Belonging

Job Posting

#26.111 GIFTS IN KIND ASSOCIATE

This is a temporary position, ending January 8, 2027.

Please See Below for Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. 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 Associate will primarily support the Philanthropy Department at Our Place, while also assisting all other departments within the organization. This role is essential in coordinating and managing in-kind donations, ensuring that all contributions are effectively tracked and utilized. A significant focus of the position involves actively soliciting donations of goods and services, building and maintaining relationships with potential and existing donors. The associate will play a key role in enhancing the organization's ability to meet the needs of those it serves through effective donor engagement and solicitation efforts.

Duties and Responsibilities:

- Gifts In Kind requests – consisting of
    - Assist the Gifts in Kind Supervisor and Managers across the organization. Tracking will be done in excel and the donor database.
    - Coordinating with the community centre, housing, and New Roads to maintain an updated list of needed donation items.
    - Working with non-financial donors on product drives and in-kind donations (e.g., tenant supplies, clothing, products, food, etc.). The Gifts in Kind Associate will be working 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, for example, a sock drive.
    - Collaborating with various departments and the Gifts In Kind Supervisor to identify potential new donors.

  - Researching potential companies for in-kind donation partnerships by researching what companies would be appropriate to approach for in-kind donations, for example, we need paper, who are the local suppliers of paper. The position would also 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. Researching 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.
  - Requesting donations for gifts in kind. Once it is determined if the business aligns with the need OPS is trying to fill, they will write an email (provided by the In-Kind Supervisor) and send that with an initial inquiry. If there is no response to the email, they would then follow up with a phone call. They would be required to follow up until a resolution to the request is achieved.
  - Working with Events Committees to identify and request event items.
- Donor Stewardship – consisting of
  - Making thank-you calls to non-financial donors to express gratitude, update contact details, and confirm communication preferences.
  - Assisting the Gifts In Kind Supervisor with generating receipts and finding valuations for donated items.
- Data Entry – consisting of
  - Verifying and updating donor information, including new contact details, meeting notes, donation preferences, and gift appraisals.
  - Creating new constituent records.
  - Tracking the progress of donation requests.

Skills and Abilities:

- A high level of attention to detail is required.
- Ability to work with Microsoft products and within a CRM database.
- Ability to work independently and as part of team.
- Excellent interpersonal, verbal, and written communication skills.
- Self-motivated and focused with the ability to create and execute on strategies for achieving goals.
- Demonstrated ability to solicit individual and corporate donors
- Ability to research companies and corporate structures to find pathways for donation requests.
- Excellent listening and analyzing skills.

<u>Qualifications:</u>

Education and Knowledge:

- Minimum of Grade 12 diploma

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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

This is a temporary position, ending January 8, 2027.

Shifts: Temporary Part Time (last day January 8, 2027), 25 hours (five days) per week.
Compensation: $27.11 to $31.04, plus 5% in lieu of paid holidays.
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). Access to our EAP (Employee Assistance Program).

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 3pm on Thursday, November 26, 2026, to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote "File **#26.111 – Gifts In Kind Associate**" 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.