



## Job Description

### Community Gifts Associate

#### I. Overview:

Category	Information
Job Title	Community Gifts Associate
Division	Resource Development Division
Status	Not Exempt
Hours	Full Time
Supervisor/ Reporting	Community Engagement Manager
Supervisory Responsibilities	None

**II. Many Mansions – a provider of services-enriched affordable housing** Many Mansions believes that everyone deserves a place to call home. It is from this belief that Many Mansions strives to provide affordable, quality, services-enriched rental housing for formerly homeless and those of very low income in Ventura and Los Angeles Counties.

Many Mansions expects employees to respect all whom we meet, act with integrity, honesty, and compassion for others.

#### III. **Position Summary**

Under the supervision of the Community Engagement Manager, the Community Gifts Associate supports community outreach engagement efforts, with a specific responsibility for three key elements of the Resource Development Division's work:

1. The administration and logistics of our annual in-kind giving drives, such as holiday toy drives, welcome baskets for new residents, back to school supplies, and more. This includes securing and distributing needed community gifts for Many Mansions residents, as well as the detailed and accurate record keeping, acknowledgement, and stewardship of in-kind donations to the organization, ensuring a database that is high in quality and captures complete information.
2. Serving as an outreach ambassador managing a full schedule of fairs, presentations, and property tours

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3. Supporting marketing, communication, as well as all Many Mansions events.

**IV. Essential Job Duties & Responsibilities:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties include, but are not limited to, the following:

<b>No.</b>	<b>Essential Duty or Responsibility</b>
1	Tasked with donor relations to secure gifts and coordinate annual in-kind donation drives. Examples include residents' welcome baskets, household supplies, children's gifts, supplemental food, graduation gifts, holiday drives and individual resident needs such as beds, furniture and baby supplies.
2	Tasked with administration, recording, and tracking of all in-kind gifts, including Salesforce data entry and issuing reports.
3	Under the supervision of the Community Engagement Manager, manage the preparation of donor acknowledgments through email, mail, social media posts, video (Thank View), and phone calls. Ensure donors are properly and thoroughly thanked for their gifts. Assist with return phone calls and emails to in-kind donors.
4	Share the Many Mansions story and needs by maintaining a full calendar of fairs, tours, and presentations to community groups, corporations, faith-based organizations, and individuals.
5	Take part in marketing and communications efforts: support coordination of e-newsletters, social media, appeals, including support for content creation, design, and distribution.
6	Tasked with the logistics of annual in-kind donation drives, including inventorying, labeling, and coordinating delivery and distribution of gifts.
7	Work alongside the Volunteer Program Manager to utilize and supervise volunteers in the program in tasks such as picking up gifts, sorting, and delivering to residents. Ensure volunteers are thanked for their service.
8	Participate in the planning and presentation of Many Mansions events such as State of Many Mansions, Bowls of Hope, volunteer events, fundraising activities, and other community events. Other duties as assigned.

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**Qualifications & Conditions:**

<b>Category</b>	<b>Qualification or Condition</b>
Communication	<p>Possesses excellent communications skills, including but not limited to, the ability—</p> <ul style="list-style-type: none"> <li>• To speak and write clearly, meaningfully, and persuasively;</li> <li>• To speak, listen, and respond effectively with and among staff, residents, donors, and community members; and</li> <li>• To give presentations and speak effectively before groups and organizations.</li> </ul>
Computer Skills	<p>Has proficiency in computer and computer applications, including Microsoft Office programs (Word, Excel, PowerPoint, and Outlook), Constituent Relationship Management (CRM) programs, mass email programs, design and social media scheduling programs.</p>
Driving	<p>Driving is required for this position. Therefore, the staff member must have the legal ability to drive a motor vehicle in California, proof of a valid California driver’s license, and adequate motor vehicle insurance.</p>
Education, Experience, & Certifications	<p>Has education and experience in database administration, nonprofit, donor relations, marketing and communications, or community relations. Preferred education and experience may include any combination equivalent to the following –</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree or higher from a four-year college or university + 1 year of work experience, or:</li> <li>• 3 years work experience in a nonprofit fundraising environment and such areas as donor or community relations, sales, marketing, or other related experience</li> </ul>
Additional Skills	<p>Must be very organized and attuned to details. Has a demonstrated ability to work well with others. Must be self-motivated, creative, and have ability to set priorities. Must be able to adhere to all company policies and procedures, in addition to all State, federal and local laws and regulations.</p>
Mathematical & Reasoning Skills	<p>Possesses excellent mathematical and reasoning skills. This includes, but is not limited to, the ability to perform basic mathematical skills (add, subtract, multiply, divide, fractions, decimals, etc.), the ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited information exists, and the ability to interpret data and/or instructions.</p>

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Category	Qualification or Condition
Physical Demands	While performing the duties of this job, the staff member is regularly required to sit, use hands to handle or feel objects, tools and/or controls, talk and hear. The staff member is occasionally required to stand, walk, and reach using feet, legs, back, arms and hands. The staff member must be able to often lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, depth perception and the ability to adjust focus.
Work Environment	<p>The work environment may have frequent interruptions, time constraints, and emotional demands. Noise level is low to moderate. The corporate culture is friendly and goal oriented.</p> <p>There must be willingness and an ability to work nights and weekends, as needed.</p>

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.*

To apply, please email resume, cover letter, at least 3 (three) references and [employment application](mailto:colleenm@manymansions.org) to [colleenm@manymansions.org](mailto:colleenm@manymansions.org)