

**Los Angeles Mission, Inc.**  
**Job Description**

**Job Title:** Gifts-In-Kind Manager  
**Department:** Development  
**Reports To:** Director of Community Partnerships  
**FLSA Status:** Regular, Full Time, Exempt  
**Grade Level:** 12  
**Prepared By:** Human Resources Department  
**Prepared Date:** Revised March 2010

**SUMMARY:**

Demonstrate Christ-like behavior and attitude in all duties and responsibilities. Coordinates and administers specialized development functions, such as managing databases, reporting financial data, developing mailing lists, and soliciting in-kind donations, in support of on going or special project funding programs by performing the following duties personally or through subordinates.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Researches manufacturers, distributors, retailers and other sources of goods and services for solicitation of Gifts-In-Kind (GIK) contributions needed by the Mission.
- Manages Gift-in-Kind contact databases mailing list update, financial records, document production and oversight of donor prospect tracking system.
- Solicits by proposal specific GIK donations based upon defined Mission requests and coordinates unsolicited donations to assure use within the Mission programs.
- Coordinates GIK donors with Major Donor representatives for potential cash donations.
- Responsible for collecting, documenting, and updating a list of departmental needs to prioritize Gifts-In-Kind development process and solicitation of contributions.
- Responsible for development, maintenance and application of complete GIK price list used to value all Gifts-In-Kind donations with uniform accuracy at fair market prices.
- Responsible for ensuring that Gifts-In-Kind policies and procedures for proper stewardship of Gifts-In-Kind donations are followed throughout the organization,
- Responsible for gift acceptance decisions that ensure that all Gifts-In-Kind donations received are fully used for the tax exempt purposes of the Mission in agreement with donor restrictions on use or sale by the Mission.
- Prepares periodic reports of donations for Director of Community Partnerships, CFO, Executive Leadership and Board that highlight Gift-in-Kind contributions as requested.
- Collaborates with Development Gift Accounting Coordinator as needed regarding valuation, receipts and thank you letters.
- Coordinates content needs for direct mail, grants and major donor requests with other Advancement staff.
- Develops and maintains good long-term relationships with donors.
- When requested attends community events and may speak on behalf of the Mission to engage new GIK donors.
- Manages the Gifts-In-Kind departmental expense budgets and revenue goals.
- In collaboration with Operations Manager and Warehouse staff, arranges for pick-up of Gifts-In-Kind.

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**EDUCATION and/or EXPERIENCE:**

Associate's degree (A.A.) or equivalent plus 5 years related experience or equivalent combination of education and experience.

**COMPUTER SKILLS:**

Computer literate with ease in operating Excel or other spreadsheet software, Microsoft Word, Internet and other business software programs related to job functions.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of contributors or employees of organizations. Bi-lingual, English/Spanish, preferred.

**MATHEMATICAL SKILLS:**

Basic business math skills required. Ability to perform operations using weight measurement, volume, and distance.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, color vision and peripheral vision. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions; typically comfortable allowing for both air-conditioning and heating. Noise level low to moderate. While performing the duties of this job, the employee may be exposed to carriers of contagious diseases. The employee may have to deal with irate and irrational clients who may or may not be under the influence of mind-altering substances, such as cocaine, marijuana, alcohol, etc.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

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Employee Signature

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Date

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Approved By

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Date