



**Volunteer Position Title:** Donation Acquisition Intern (Unpaid)

**Department:** ReStore

**Training and resources:** Upon starting the internship, the intern will be familiarized with the policies, procedures, and goals of Habitat ReStore. They will then be familiarized with ReStore's current donation acquisition techniques and with our current donor base as well as our target donor base.

**Time commitment:** At least 12 hours per week required. The intern may do some work from home if desired, however they must work at least 8 hours per week in the store.

**Benefits:** The volunteer will learn about Habitat for Humanity's mission of building simple decent affordable housing. S/he will: a) learn ReStore's role in attaining the affiliate's goal, b) engage in a meaningful volunteer experience, c) gain hands-on, fundraising / in-kind donation solicitation experience, and d) learn how to entice companies to donate to a non-profit.

**Position requirements:** Intern must: a) have excellent written and verbal communication skills, b) have an energetic and professional attitude, c) be comfortable soliciting donations both over the phone and in person, d) commit to at least eight hours on site each week, e) have a flexible schedule, f) pay close attention to detail, g) have an interest in Habitat's mission and in non-profit work, and h) have basic computer skills (Microsoft Word, Excel, Outlook).

**Job description:** The Donation Acquisition Intern is a part-time internship position that involves researching local businesses, soliciting donations, following up with donors, and sending thank you notes. Habitat ReStore relies on donations to stock the store. This position will help forge invaluable relationships with local businesses and individuals interested in donating to ReStore and will significantly contribute to our bottom line by increasing our donor base.

**To apply:** Please submit the following information via e-mail to [mike.flickinger@habitat-mc.org](mailto:mike.flickinger@habitat-mc.org).

resume    cover letter    three references    an email clearly stating your interest and skills

**Deadline:** Open

**For more information:** Please contact Mike Flickinger, ReStore Volunteer Coordinator, at (301)990-0014x31 or by email at [mike.flickinger@habitat-mc.org](mailto:mike.flickinger@habitat-mc.org).

*All applicants will receive notification of their application status regardless of decision.*

HFH-MC supports the notion that good, stable housing matters for neighborhoods. Better quality of living leads to stronger citizens and families. Habitat for Humanity is about changing lives, one home at a time.