



**Internship 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 the 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.

**Benefits:** The intern will learn about Habitat for Humanity's mission of building simple, decent, affordable housing. They will: a) learn the 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 8 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 an internship position that involves researching local businesses, soliciting donations, following up with donors, and sending thank you notes. The Habitat ReStore relies on donations to stock the store. The 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 or for more information:** Please contact Karly Grilliot, the Volunteer Coordinator, at [volunteer@habitatnwhc.org](mailto:volunteer@habitatnwhc.org) or call the office at 281-820-2307 ex. 307.

**Deadline:** open

*Habitat for Humanity Northwest Harris County is a nonprofit, ecumenical Christian organization. Our mission is founded on the conviction that every family should have the opportunity to own a basic, decent home in which to live in dignity and safety. We partner with the community and families to create affordable housing and help develop responsible homeowners and successful neighborhoods.*