



Celebrating More Than 20 Years of Building Hope, Lives & Communities

JOB TITLE: Director of Development

REPORTS TO: VP of Resource Development

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking a qualified candidate to be responsible for the identification, cultivation and solicitation of major corporate gifts (\$50,000+) within the Greater Los Angeles service territory with an individual annual fundraising goal of approximately \$1 million. This position will focus on major corporate sponsorships and multi-year commitments, as well as oversee the Associate Director of Development, Gift-in-Kind Manager, Volunteer Manager and Volunteer Coordinator.

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

SUMMARY OF ESSENTIAL FUNCTIONS

- Responsible for the identification, cultivation and solicitation of major corporate gifts (\$50,000+) within the Greater Los Angeles service territory with an individual annual fundraising goal of approximately \$1 million. Also assists with campaign asks for all corporate donors.
- Maintaining and expanding donor prospect lists to maintain a full portfolio. As part of the cultivation process, strong ability to tailor presentations, facilitate high level meetings and engage corporate engagement opportunities including build days, special events, etc.
- Oversees the corporate fundraising team (Associate Director of Development and Gift-in-Kind Manager) and volunteer management team (Volunteer Manager and Volunteer Coordinator), which includes day to day needs, overall strategy, metrics and fundraising plans. The overall corporate team's annual fundraising goal varies between \$2.5 million-\$3 million.
- Works closely with the development team to meet or exceed all yearly fundraising goals, assists with annual budget development and performs other duties as assigned.

SUMMARY OF JOB QUALIFICATIONS

- Qualified candidates must have a minimum of eight years of fundraising experience, or the equivalent in sales experience, as well as proven experience working with corporate donors.
- Understanding of employee giving, cause marketing and volunteer programs.
- Success with campaigns is a plus.
- Bachelors degree or equivalent relevant experience
- Excellent written and oral communication skills.
- Excellent organization skills and attention to detail.
- Strong supervisory skills and willingness to be a team player.
- Computer skills – Microsoft Office and knowledge Raiser's Edge is desirable.
- Understand and supports Habitat for Humanity goals, philosophy, mission and basic beliefs.

This is full-time position. Work schedule is Monday through Friday, 9:00am-6:00pm with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

Visit us at: www.habitatla.org

Employment is contingent upon completion of a satisfactory background check.

**Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.*

BENEFITS AND COMPENSATION: We offer a full benefits package: medical, dental , and vision coverage; short and long term disability insurance; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores. ***Compensation: DOE***

TO APPLY (NO CALLS OR WALK-INS PLEASE):

If you'd like to join our team, please send a **cover letter, resume and salary requirements** to:

EMAIL: HR@habitatla.org (Preferred)

MAIL: 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



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