



**JOB TITLE: Resource Development AmeriCorps VISTA**

**REPORTS TO: Associate Director of Development**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to create a formal program that will improve how well Habitat LA properly follows up with and shows proper appreciation to donors throughout the year. This will involve a detailed analysis of donor related information, creating procedures and tools to help the Resource Development Department properly follow up with donors, and working with members of that Department so that they carry through on this effort. This member will also assist in fundraising and the staging of major events. As a minor role, this member will research new mobile application usage for Volunteer Hub software for volunteer management at build sites and events as well as research ways to better manage volunteer group bookings using Volunteer Hub software.

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**

- \$100,000 in cash and in-kind resources will be raised utilizing systems developed by VISTA member (includes resources raised for home building efforts, as well as ReStores)
- 1,500 individuals will collaborate with VISTA member on projects related to this position. (Stakeholders, volunteers, community members, staff, etc.)
- 1 new and sustainable project will be led by VISTA member that will increase capacity at the affiliate

**SUMMARY OF JOB QUALIFICATIONS**

- Valid Driver's License and ability to meet host site's insurance requirements.
- Microsoft Office Suite (especially Word/Excel)
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Strong written and verbal communication skills
- Strong research skills
- Detail oriented and highly organized
- Ability to work with a diverse group of people
- Experience working as a member of a team
- Marketing experience is highly desirable

This is full-time position for 1 Service year in AmeriCorps. 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.

**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](mailto:HR@habitatla.org) (Preferred)

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



Visit us at: [www.habitatla.org](http://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.*