



JOB TITLE: Associate Director of Development

REPORTS TO: Director of Development

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to identify, cultivate and solicit major corporate gifts within the Greater Los Angeles service territory with a fundraising goal of approximately \$700,000-\$900,000 each fiscal year.

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 solicitation and stewardship of corporate partners, including cash donations, gifts in kind, and event sponsorship, to raise between \$700,000-\$900,000 annually.
- Provide donor presentations, special informational meetings between volunteers and prospects, and other special events, as well as appropriate follow-up coordination and communications.
- Accurately maintain donor records, prospect lists, donor acknowledgements, required grant reports.
- Assist in developing a budget for all development activities and other duties as assigned.

SUMMARY OF JOB QUALIFICATIONS

- Minimum of three years of fundraising experience, or the equivalent in sales experience, as well as proven experience working with corporate donors.
- Understanding of employee giving and cause marketing.
- Excellent written and oral communication skills.
- Excellent organization skills and attention to detail.
- Willingness to be a team player.
- Understand and supports Habitat for Humanity goals, philosophy, mission and basic beliefs.
- Previous experience with Raisers Edge is strongly preferred

This is full-time position. Work schedule is Monday through Friday, 8:30-5PM 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.

BENEFITS AND COMPENSATION: We offer a full benefits package: medical, dental and vision coverage; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; 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



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.*