



JOB TITLE: Development Manager - Gift in Kind

REPORTS TO: Associate Director of Development

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to to manage and expand the gift in kind goods and services donations from major corporations, businesses, manufacturers and contractors as well as a portion of the build day management. This includes soliciting in kind donations along with corporate sponsorships and strengthening partnerships with existing manufacturers, contractors, and suppliers for ongoing donations and developing strategies to obtain new partnerships. Expand the database and tracking system of in kind donors and assist with overall affiliate needs for gift in kind services and products.

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

- Manage a portfolio of gift in kind and corporate donors to off-set the affiliate’s expense between \$500,000-\$800,000 annually, including obtaining new partnerships with businesses, manufacturers, contractors, and suppliers.
- Maintain the existing database and tracking system of current and potential corporate donors as well as current and potential in-kind donors, including amounts, contacts, receiving dates, and other significant information.
- Modify and maintain a system for tracking construction equipment and building materials for an expanded number of build sites.
- Manage and maintain corporate stewardship program.
- Provide regular updates and reports on corporate and gift in kind donations.
- Other duties as assigned.
- Ability to work with all departments within the affiliate as needed.

SUMMARY OF JOB QUALIFICATIONS

- 1-2 years of fundraising experience.
- Excellent written and interpersonal communication skills.
- Organized and ability to manage details efficiently and effectively.
- Computer proficient, including MS Office.
- A basic understanding of Habitat for Humanity and commitment to the mission of the organization.
- Bachelor’s degree or commensurate level of experience.
- Experience in management and motivation of volunteers a plus.
- Experience with Rasiers Edge a plus

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



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.*