



JOB TITLE: VP of Programs

REPORTS TO: President & CEO

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to fill a senior staff position with responsibility for providing leadership to the organization to fulfill its mission and management of all aspects of Habitat LA's programs and community engagement department. The VP-P is responsible for the oversight and supervision of staff assigned to departments within the scope of Programs and Community Engagement.

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

- Sets forth the overall vision, goals and strategic plan for the affiliate's policy and programs department
- Advises the President and CEO on matters relating to planning, and community engagement
- Represents Habitat for Humanity GLA to organizations and coalitions
- In concert with Development, create and deliver advocacy messaging for events and campaign materials
- Supervise, direct and lead department heads to implement program plans, public policy efforts and volunteer services throughout the service area
- Develop annual department budgets and manage and monitor compliance
- Provide leadership to housing coalitions
- Speak on behalf of the organization to local leaders
- Advocate with state and local leaders on issues of importance to HFHGLA and confer with officials concerning the interests of the agency and the impact legislation will have on HFHGLA and propose solutions
- Develop relationships with local, state and federal leaders and other officials to help create awareness of how housing legislation impacts affordable housing and/or HFHGLA.
- Set priorities and strategy for community, campus and faith community organizing
- Work closely with the Board of Directors and Ad Hoc Committee on the management of the organizations programmatic goals including but not limited to: fund raising, program development, community relations, marketing and Public Relations.
- Provide operational and program support to the affiliate including oversight to the programs department and serving as liaison between department and senior leadership team
- Supervise, mentor and develop assigned staff members
- Provide direction, leadership toward the achievement of HFH GLA's mission, strategic goals and annual program objectives
- Work with President/CEO and operations for program development
- Monitor program activities and ensure that all organizational needs are met in a timely manner

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.*



A Habitat for Humanity 
Affiliate of Distinction
2015-2017

- Assist with the selection and support of homebuyers as needed
- Oversee administration and management work for the board and programs committee

SUMMARY OF JOB QUALIFICATIONS

- Minimum five (5) years management experience within a non-profit, housing or community development agency. Also requires experience in fund raising, community organizing, government relations, public relations or marketing.
- Bachelor's Degree in public administration, social services, urban planning or equivalent work experience.
- Certified Fund Raising Executive a plus
- Valid California Driver's license and insurance to meet minimum state requirements

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.

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



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