



JOB TITLE: Entertainment Industry Partnerships Manager Partnerships

REPORTS TO: VP of Entertainment Industry

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to strengthen partnerships in the entertainment, athletic and music industries; maintain portfolios, keep a strong data base/tracking system of partnerships, as well as social media management.

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

- Researching and creating systems to keep track of industry partners, trends and constantly updating the departments contact lists. Spend 50% of the time traveling in the field while creating and maintaining relationships with new and existing key entertainment industry partners.
- Acquiring new or renewed funds to support the mission of Habitat LA in the amount of \$100000+/year. Supporting the EIP departments' goal to increase Entertainment/Hollywood donors by 10% annually.
- Working closely with the Marketing & PR & Communications team on communications & social media postings.
- Attend special Habitat LA and Hollywood for Habitat for Humanity build days, i.e. the Hollywood Build, Veterans Build, LA Builders Ball and all industry filmings and productions on and off site.
- Collaborating with all departments throughout the affiliate to help with the implementation of all programs and data management, and other duties as required.

SUMMARY OF JOB QUALIFICATIONS

- 3 years minimum in an Entertainment related industry, sports, music or Hollywood. Must be comfortable with high profile individuals and corporations. Non-profit experience strongly preferred.
- BA or higher or commensurate levels of experience in a PR, communications, marketing or social skills area, or commensurate relevant experience.
- This position requires a significant amount of travel, so requires a reliable vehicle, clear driver's license & insurance.

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; and 401(K) retirement plan and employee discount in our ReStores. **Compensation:** DOE

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

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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