



**JOB TITLE: Director of Major Gifts      REPORTS TO: VP of Resource Development**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to head up the organization's major gift and planned giving programs. Candidates will be expected to meet annual fundraising goals through the successful identification, cultivation and solicitation of donations of \$25,000 or more from high net-worth individuals with a strong focus on bringing new donors to the organization and cultivating individuals to make extraordinary gifts (six and seven figure donations). This candidate will also oversee the affiliate's planned giving program and supervise the Manager of Individual Giving who also manages the direct mail program. 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**

- Utilize discretion and independent judgment to identify, cultivate and solicit large donations (i.e. five, six and seven figure donations), as well as planned gifts, from individuals within our service area. At least 35% of these individuals should be new supporters.
- This includes independently manage a portfolio of at least 200 donors to raise \$1 million annually the first 1-2 years with the ability to grow the goal in the years to follow.
- Manage the affiliate's planned giving program, Legacy Society and work with existing and newly identified planned giving donors
- Accurately maintain donor records, prospect lists, donor acknowledgements and stewardship reports.
- Create an annual fund development plan to ensure successful goal attainment.
- Work closely with the Vice President of Resource Development on managing and cultivating select Board Members and prospective Board Members as individual donors.
- Participate in team and organizational meetings and provide regular updates to the VP of Development and Senior Leadership Team.

**SUMMARY OF JOB QUALIFICATIONS**

- 7 years of progressive fundraising experience; Consideration will be given to relatable sales experience in the for-profit marketplace.
- Bachelor's Degree or commensurate levels of experience. Master's Degree a plus.
- Raiser's Edge experience 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; 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](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.*



A Habitat for Humanity   
Affiliate of Distinction  
2015–2017



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.*