



JOB TITLE: Resource Development AmeriCorps VISTA

REPORTS TO: Director of Development

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking qualified employees to build off of the service from the previous VISTA in this role by continuing to update, improve, and refine the stewardship program, which formally documents the process for Habitat LA to properly follow up with and demonstrate appreciation to donors throughout the 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

- Research the programs, policies, procedures and resources that are currently in place related to resource development and identify best practices from other programs. Document research and communicate findings to site leadership and gain further direction to move forward with developing a resource development strategy.
- Based on the information gathered, develop a resource development strategy that will address the needs of the host site. This strategy may include improved donor engagement plans, selection of donor management software and donor recognition plans, but will be guided by the research completed in the exploration phase. Other tasks would include providing significant support for special build events, build days, and other fundraising and stewardship related activities.
- Implement the new resource development strategy. Assist the site in testing and evaluating the various parts of the resource development strategy and make revisions as needed in order to ensure success.
- Ensure that the resource development strategy is sustainable and will continue at the host site after the completion of the VISTA term by documenting the plan and training staff/volunteers.

SUMMARY OF JOB QUALIFICATIONS

- Valid Driver's License, reliable transportation and ability to meet host site's insurance requirements.
- Microsoft Office Suite (especially Word/Excel)

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.

TO APPLY (NO CALLS OR WALK-INS PLEASE):

CLICK HERE if you'd like to join our team.

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



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.*