



JOB TITLE: Development Manager

REPORTS TO: Associate Director of Development

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to be responsible for managing a portfolio of current and potential corporate donor relationships, including local in-kind corporate donors. 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

- Responsible for raising approximately \$550,000 annually through sponsorships, proposals and local gift-in-kind donations. This includes managing a portfolio of between 100-150 corporate donors and working with each donor throughout the cultivation cycle.
- Collaborate interdepartmentally to actively identify opportunities to offset operational costs, contribute oversight to affiliate in-kind needs, capture donor data and submit comprehensive proposals.
- Assist the Director and Associate Director of Development in creating and implementing a strategic fundraising plan to increase corporate giving through partnership opportunities, including the Build Day Program and special event sponsorships.
- Assist with overall cultivation and stewardship of corporate donors. Attend special events, ensure proper donor recognition and communicate efficiently to build corporate relationships.

SUMMARY OF JOB QUALIFICATIONS

- 2-3 years of experience in a goal oriented setting, preferably in fundraising
- Excellent written and interpersonal communication skills
- Ability to collaborate interdepartmentally
- Willingness to attend public functions and networking events
- Strong organizational skills and ability to manage details efficiently and effectively
- Computer proficient, including MS Office (Word, Excel, Outlook)
- Raiser's Edge knowledge a plus
- An understanding of Habitat for Humanity and commitment to the mission of the organization

This is full-time position. Work schedule is Monday-Friday, 9AM-6PM 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.*