



**JOB TITLE: Manager of Foundation Relations**

**REPORTS TO: Director of Foundation Relations**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to conduct research, create letters of intent and proposals, produce interim and final reports, provide donor stewardship and assist other members of fundraising team with grant writing and research expertise.

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 local, state and national foundations to identify those that align with Habitat for LA programs and other areas of need.
- Develop strategies to engage new foundations and re-engage lapsed foundations in Habitat LA's work.
- Prepare letter of intent, proposals and responses to private and corporate foundations and assist of teammates with various grant proposals and/or research
- Track, manage and prioritize donor stewardship
- Keep updated on progress of various funded projects

**SUMMARY OF JOB QUALIFICATIONS**

- 2-4 years grant writing and/or fundraising experience
- Bachelor's degree or commensurate level of experience
- Strong written communication skills, basic understanding of non-profit budgeting process
- Raiser's Edge or similar preferred, Microsoft Office Suite
- Valid driver's license and clean driving history

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](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.*