JOB TITLE: Manager of Individual Giving **REPORTS TO: Director of Individual Giving**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to raise more money to meet its mission objectives through the successful identification, cultivation, and solicitation of annual gifts from individual donors ($1 - $5,000) within the Habitat LA service area.

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

- Manage, oversee and implement the Annual Giving Campaign
- Oversee and implement direct mail and digital cultivation/solicitation programs
- Stewardship of individual donors, prospects, and volunteers
- Record keeping, donor research, reporting and tracking
- Collaborative efforts and assistance to department and other duties as assigned

SUMMARY OF JOB QUALIFICATIONS

- 3-5 years of progressive fund development experience or equivalent work experience
- Strong written communcation 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 (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.*