



**JOB TITLE: Faith Relations Manager (Fundraising)**

**REPORTS TO: Director of Faith Relations**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to reach out to the greater Los Angeles faith community to fundraise, recruit volunteers, and educate faith based partners about the goals, programs, and mission of Habitat LA.

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 and Strategize ways to engage new communities as well as identifying new faith based partners.
- Solicitation of faith based partners for \$1,000 gifts and higher.
- Stewardship of faith-based partners.
- Other duties as assigned.

#### **SUMMARY OF JOB QUALIFICATIONS**

- 2-5 years in non-profit, faith based, and/or sales related job or internship preferred
- College degree preferred
- Valid California Drivers License, clean driving record & reliable transportation (travel required in the course of business)
- Proficiency in Microsoft Office
- Experience in Raiser's Edge or other Donor tracking software strongly preferred

This is full-time position. Work schedule is Monday through Friday, 9:00AM-6:00PM 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 and drug screen

*\*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 and will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*