



**JOB TITLE: Resource Development AmeriCorps VISTA**

**REPORTS TO: VP of Resource Development**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to help Habitat LA better organize and follow through on its efforts to follow up with existing donors, their unpaid pledges, and helping to encourage future donations. This position will work with the Individual Giving team to follow up on gifts via phone calls and cards, and will assist with research to compile information on existing and prospective donors, helping grow these individuals into long-term donors. Over the intermediate and long term, the systems and procedures that this individual will create will enhance the effectiveness and sophistication of Habitat LA's fundraising efforts. Systemizing donor follow-up is integral to the success of our mission and will assist with the expansion and improvement of our fundraising capabilities. 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, 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.
- 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**

- Prior experience working with Community Organizing, Youth, Veteran's outreach and/or initiatives preferred, but not required
- Microsoft Office Suite (especially Word/Excel), Power Point, Internet research
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Strong written and verbal communication skills
- Strong research skills
- Detail oriented and highly organized
- Ability to work with a diverse group of people
- Experience working as a member of a team
- Marketing experience is highly desirable

This is full-time position for 1 Service year in AmeriCorps. Work schedule is Monday through Friday, 8:30am-5:00pm 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.

#### **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.*