



Celebrating More Than 20 Years of Building Hope, Lives & Communities

JOB TITLE: Development Coordinator

REPORTS TO: Resource Development & Database Manager

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking a qualified candidate to manage gift and data entry, donations and reports. Coordinate the Development Department efforts related to prospect management and research, directly aiding the Development team in reaching goals.

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

- Gift Entry, Acknowledgement and Reporting
- Administration
- Prospect Research
- Database Coordination

SUMMARY OF JOB QUALIFICATIONS

- Proficient knowledge of computers and basic programs, including Word, Excel, Access, Microsoft Outlook.
- Prior experience in a fund-raising environment preferred.
- Knowledge of Raiser’s Edge system, or comparable fundraising software, highly preferred.
- Excellent interpersonal communication skills are essential.
- Detail oriented and organized.
- Bachelors Degree or similar amount of experience

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; short and long term disability insurance; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and 10% 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.*