



JOB TITLE: Director of Leadership Giving

REPORTS TO: Vice President of Resource Development

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking a qualified candidate to head up the organization's Leadership Giving program. Candidates will be expected to meet annual fundraising goals through the successful identification, cultivation and solicitation of donations of \$25,000 or more from high net-worth individuals with a strong focus on bringing new donors to the organization and cultivating individuals to make extraordinary gifts (six and seven figure donations).

SUMMARY OF ESSENTIAL FUNCTIONS

- Utilize discretion and independent judgment to identify, cultivate and solicit large donations (i.e. five, six and seven figure donations), as well as planned gifts from individuals within our service area. At least 50% of these individuals should be new supporters.
- Independently manage a portfolio of at least 200 donors and prospective donors to raise \$1 million annually the first 1-2 years with the ability to grow the goal in the years to follow.
- Accurately maintain donor records, prospect lists, donor acknowledgements and stewardship reports.
- Create an annual fund development plan to ensure successful goal attainment.
- Work closely with the Vice President of Resource Development on managing and cultivating select Board Members and prospective Board Members as individual donors.
- Schedule, facilitate and provide major donor presentations, site tours, follow-up and communication relating to special meetings with individuals, volunteers, prospects and donors.
- Participate in team and organizational meetings and provide regular updates to the VP of Development and Senior Leadership Team.

SUMMARY OF JOB QUALIFICATIONS

- 7 years of progressive fundraising experience; Consideration will be given to relatable sales experience in the for-profit marketplace.
- Thoughtful understanding of fundraising and proven experience reaching out to high net worth individuals in making single gifts to organizations at the \$25,000 level and greater.
- Self-starter; ability to manage one's own schedule without oversight.
- Bachelor's Degree or commensurate experience.
- Master's Degree preferred.
- Passion for HFH GLA's mission and the services it provides.
- Raiser's Edge experience preferred.

This is a full-time position based out of our Bellflower office. Work schedule is Monday through Friday, 9:00am-6:00pm with some evenings 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 matching 401(K) retirement plan and 10% employee discount in our ReStores. ***Compensation: Commensurate with experience.***

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) **FAX:** (310) 323-0789 - Attn: HR

MAIL: 17700 S. Figueroa Street, Gardena, CA 90248 – 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.*