



JOB TITLE: Director of Major Gifts REPORTS TO: VP of Resource Development

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to grow Habitat La's Major Gift Program. The Director of Major Gifts will be expected to build and manage a portfolio of 150-200 donors and prospects, qualifying, cultivating and soliciting gifts of \$10,000 or more from high net-worth individuals. This position will also continue to develop the affiliate's Planned Giving Program and supervise the Individual Giving Team which includes oversight of the Direct Mail Program and other Annual Giving activities. 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

- 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 35% of these individuals should be new supporters.
- This includes independently manage a portfolio of at least 200 donors to raise \$1.4 million annually the first 1-2 years with the ability to grow the goal in the years to follow.
- Oversee the stewardship activities and special events honoring the affiliates Legacy Society and Giving Club members
- Work closely with the Senior Vice President and CEO to manager and cultivate select Board Members and prospective Board Members and individual donors
- Create an Annual Fund Development Plan including SMART Goals to assure successful goal attainment
- Meet weekly with the VP of Resource Development to review progress toward benchmarks as outlined in the Fund Development Plan. Participate in team and organizational meetings and provide regular updates to VP and Resource Development

SUMMARY OF JOB QUALIFICATIONS

- 7 years of progressive fundraising experience; Consideration will be given to relatable sales experience in the for-profit marketplace
- Bachelor's Degree or commensurate levels of experience. CFRE and master's degree a plus.
- Raiser's Edge experience preferred
- Special Event experience a plus

This is full-time position. Work schedule is Monday through Friday, 9AM – 6 PM 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.



Building a Greater Los Angeles

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 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.*