



JOB TITLE: Individual Giving Coordinator REPORTS TO: Individual Giving Manager

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to provide the support needed to build a more sustained individual giving program, which includes a robust Direct Mail program, and to assist in the identification, cultivation and solicitation of annual gifts from individual donors. The Coordinator will allow for consistent approach in donors relations, applicable data input, tracking and reporting. 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

- Assist in the implementation of the team's stewardship plan including extensive communication with Habitat LA's individual donors.
- Provide data support as need including preparing donor files, running reports, recording actions and importing information within our database (Raiser's Edge)
- Provide the administrative support as needed for the team to reach their fundraising goal including working with donors to update credit card information, maintaining our "do not mail list," preparing donor visit packets, and returning Cars for Homes inquiries.
- Assist in cultivation of Habitat LA donors at special events including workplace giving, signature events, friend-raisers, etc.

SUMMARY OF JOB QUALIFICATIONS

- At least 2 years of administrative and/or fundraising experience
- Strong written and verbal communication skills
- Attention to detail
- Knowledge of basic fundraising techniques
- Computer proficient, including MS Office (Word, Excel, Outlook) -- Raiser's Edge knowledge a plus
- An understanding of Habitat for Humanity and commitment to our mission

This is full-time position. Work schedule is varying days, 9 AM - 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.

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)



Building a Greater Los Angeles

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.*