



JOB TITLE: Individual Giving Manager

REPORTS TO: Associate Director of Individual Giving

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to raise increased funds through the successful identification, cultivation and solicitation of annual gifts from individual donors with in the Habitat LA service area.

SUMMARY OF ESSENTIAL FUNCTIONS

- Manage, oversee and grow areas of the Individual Giving Team’s Annual Giving Campaign including but not limited to, Employee Giving, Individual Build Day program, Cars for Homes, Sustained Giving, peer to peer fundraising, and third-party events.
- Assist in the development and implementation of the team’s stewardship plan including extensive cultivations of a donor portfolio of 50-75. Additionally, cultivate Habitat LA donors at special events including, signature events, friend-raisers, third-party events, etc.
- Provide support as needed at all signature events, work collaboratively with all team members to ensure the overall fundraising goal is met.
- Maintain accurate donor records, conduct donor research and adequately report and track progress.

SUMMARY OF JOB QUALIFICATIONS

- 3-5 years of progressive fund development experience
- Strong written and verbal communication skills
- Attention to detail
- An understanding of Habitat for Humanity and commitment to our mission
- Computer proficient, including MS Office (Word, Excel, Outlook) -- Raiser’s Edge knowledge a plus
- Valid driver’s license

This is full-time position. Work schedule is Monday-Friday, 9:00am - 6PM with some evening and weekends as necessary. 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



Building a Greater Los Angeles

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.*