



**JOB TITLE: Development Manager**

**REPORTS TO: Corporate Director of Development**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to be responsible for managing a portfolio of current and potential corporate donors. The Development Manager supports Habitat LA's programs by effectively communicating engagement opportunities through written proposals, verbal presentations and direct solicitation. The main objective is to raise critically needed funds to support Habitat LA's mission through corporate sponsorship programs, while procuring in-kind donations to support the construction of affordable housing and overall affiliate operation needs.

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**

- Responsible for raising approximately \$550,000 annually through sponsorships, proposals and in-kind donations. This includes managing a portfolio of between 100-150 corporate donors and working with each donor throughout the cultivation cycle.
- Assist with overall cultivation and stewardship of corporate donors. Attend special events, ensure proper donor recognition and communicate efficiently to build donor relationships
- Assist the Director of Development in the creation and implementation of an annual fundraising plan to increase corporate giving through partnership opportunities, including the Build Day Program, the Playhouse Program, program underwriting and special event sponsorships.
- Collaborate interdepartmentally to actively identify opportunities to offset operational costs, contribute oversight to affiliate in-kind needs, capture donor data and submit comprehensive proposals.

#### **SUMMARY OF JOB QUALIFICATIONS**

- 2 – 3 years of experience in a goal-oriented setting, preferably in fundraising
- Excellent written and interpersonal communication skills
- Ability to collaborate interdepartmentally
- Willingness to attend public functions and networking events
- Strong organizational skills and ability to manage details efficiently and effectively
- Computer proficient, including MS Office (Word, Excel, Outlook)
- Raiser's Edge knowledge a plus
- An understanding of Habitat for Humanity and commitment to the mission of the organization

Visit us at: [www.habitatla.org](http://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](#).*



## Building a Greater Los Angeles

Bi-Lingual (English and Spanish) not required but preferred. This is full-time position. Work schedule is Monday - Friday, 9:00 am – 6:00 pm. 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



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