



Celebrating More Than 20 Years of Building Hope, Lives & Communities

JOB TITLE: Gift in Kind Manager

REPORTS TO: Associate Director of Development

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking a qualified candidate to manage and expand the gift in kind goods and services donations from major corporations, businesses, manufacturers and contractors.

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

- Raising gift in kind to offset construction costs through effective and proactive relationships.
- Assist with overall stewardship of corporate donors
- Raising gift in kind to offset event and build day costs and developing promotional materials
- Maintain a system of tracking construction equipment and building materials, maintain tracking system to record gift in kind donors and prospective donors

SUMMARY OF JOB QUALIFICATIONS

- 1-2 years of fundraising experience
- Excellent written and interpersonal communication skills
- Organized, with the ability to manage details efficiently and effectively
- Computer proficient, including MS Office
- Flexibility, patience, tolerance, and willingness to learn new construction and non-construction related skills
- Experience in management and motivation of volunteers a plus
- A basic understanding of Habitat for Humanity and commitment to the mission of the organization

This is full-time position. Work schedule is Monday through Friday, 9:00am-6:00pm 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; short and long term disability insurance; 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.

**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.*