



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

**JOB TITLE: Manager of Foundation Relations**

**REPORTS TO: Director of Foundation Relations**

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking a qualified candidate to assist the Director of Foundation Relations by conducting research, drafting letters of intent and proposals, creating interim and final reports, and providing donor stewardship

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**

- Research local, state and national foundations to identify those that align with Habitat LA programs and other areas of need
- Develop strategies to engage new foundations and re-engage lapsed foundations in Habitat LA's work
- Draft letters of intent, proposals, and responses to foundations
- Track, manage and prioritize donor stewardship within own portfolio and in support of the Director of Foundation Relations
- Keep updated on progress of various funded projects

**SUMMARY OF JOB QUALIFICATIONS**

- 2-4 years of grant writing and/or fundraising experience
- Bachelor's degree or equal amount of relevant experience

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](mailto:HR@habitatla.org) (Preferred)

**MAIL:** 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



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