



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

**JOB TITLE: Development Coordinator**

**REPORTS TO: Resources Development & Database Manager**

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking a qualified candidate to manage gift and data entry, donations and reports, as well as coordinating department efforts related to prospect management and research.

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**

- Gift entry, Acknowledgement & Reporting
- Administrative duties
- Prospect research
- Database coordination

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

- Familiar with computers and basic programs including Word, Excel, Access & Microsoft Outlook
- Detail orientated and highly organized, able to handle high volumes of data entry
- Excellent interpersonal communication skills are essential
- Bachelors degree or equivalent relevant experience
- Knowledge of Raisers's Edge system, or comparable fundraising system is strongly preferred
- Prior experience in a fundraising environment preferred

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.*