



Agency:

SHC provides permanent supportive housing and rapid rehousing for chronically homeless men, women and families who have disabilities, through two apartment communities (McCreesh Place and St. Johns Place) and 75 scattered site apartments. SHC serves 300 individuals and family members and has a 97% success rate of keeping residents in stable housing. SHC is a leader in the Charlotte community in ending homelessness, remaining flexible and creative in using best practices to grow/advance our programs.

Position:

Grants and Communications Manager

Department:

Development (reports to Director of Development, works on a team with Community Partnership Coordinator and Development Coordinator)

Tasks:

- Write federal, corporate, and foundation grants, along with corresponding budgets and reports
- Research and identify additional grant opportunities
- Update grants tracker for monthly board meetings
- Meet with residents and write intriguing stories
- Create promotional copy for marketing materials
- Brainstorm and implement direct mail campaigns
- Maintain regular communications and updates with annual sponsors
- Help create leadership gift proposals
- Create concise communications to thank and steward donors
- Develop monthly newsletters and send through donor database system
- Build and maintain media relationships
- Create fresh and fun content for website and social media
- Recruit and partner with groups who throw third party events and publicize these events
- Help with planning of "A Place to Live Again" annual philanthropic luncheon
- Oversee specific projects as needed

Qualifications:

- Bachelor's degree
- At least three years of experience and demonstrated success in grant writing and grants management
- Excellent writing and editing skills
- Highly organized, thorough, and detail-oriented
- Ability to multi-task and manage several projects at once
- Solid computer experience with Word, Excel and eTapestry (or similar donor database system)
- A passion for ending chronic homelessness in our community

Start Date:

September 4, 2018

To Apply:

Email cover letter, resume and 1-3 writing samples to kelly@aplacetoliveagain.org by July 27, 2018.