



Development Coordinator

POSITION ANNOUNCEMENT

Supportive Housing Communities

ORGANIZATION

The mission of Supportive Housing Communities (SHC) is to provide affordable housing to alleviate homelessness and human suffering. The organization uses a permanent supportive housing approach, which links permanent, affordable rental housing with access to flexible, voluntary supportive services (health care, mental health/substance use treatment and employment services). The organization owns two housing complexes and utilizes privately-owned rental units scattered throughout Mecklenburg County to provide affordable housing options. As part of its housing model, SHC also provides comprehensive programs and services specifically targeted to provide the chronically homeless with the support and skills needed to remain stably housed and independent, including comprehensive case management, mental health counseling services and a supportive employment program.

SHC has 38 employees and a \$4.9 million annual budget.

POSITION AND RESPONSIBILITIES

The Development Coordinator will play an essential role in helping the Development team at SHC achieve a fundraising goal of \$1.3 million during the current fiscal year. This role will manage a portfolio of donors and prospects and will work towards building relationships that will benefit the mission of the organization. The Development Coordinator is part of the Development team and reports to the Manager of Partnerships and Volunteers.

The primary responsibilities of the Development Coordinator include, but are not limited, to the following:

- Assist in the planning and execution of SHC's annual fundraising event with the goal of the event raising \$300K;
- Assist the SHC Development Team on all fundraising campaigns. Department is responsible for raising \$1.3 million this fiscal year;

- Manage all third-party events and fundraisers. Minimum goal of 10 third-party fundraisers each raising \$3K;
- Identify 50-75 new prospective donors capable of making entry to mid-level gifts and design cultivation strategies to engage them and/or Lapsed Donors recaptured into active donor group;
- Manage a portfolio of 50-75 donors which includes donor stewardship and engagement action plan;
- Identify, manage, solicit and secure a minimum of 25 Corporate Gifts, ranging from a minimum of \$1K to a maximum of \$5K;
- Prepare and execute corporate and community engagement events with partners that give up to \$5K;
- Develop, schedule and make public outreach presentations to civic groups, faith-based institutions, schools, individuals and other public and private institutions and represent SHC at volunteer fairs and other public events;
- Develop and manage a monthly giving program which will include targeted messaging to donors with a minimum goal of 30 new monthly donors;
- Assist the SHC Supportive Services Team to identify specific needs of SHC residents and program participants and create, maintain and solicit for an in-kind donation wish list of specific items that reflect these needs and receive delivery of these items;
- Collaborate with program staff to determine volunteer needs;
- Oversee the volunteer engagement program including recruitment of volunteers, volunteer activities, volunteer recognition and retention;
- Perform any additional duties as assigned to support the mission of the organization.

EXPERIENCE AND EDUCATION

The ideal candidate will have the following capabilities and qualities:

- A passion for ending chronic homelessness, poverty and understanding of the SHC mission and the community in which it serves;
- Bachelor's degree in Communications or similar area;
- 2-3 years' experience in in communications, nonprofit, fundraising or volunteer engagement;
- Ability to work independently and on a team, be goal oriented and manage multiple priorities;
- Excellent verbal and written communication skills are a must;
- Flexible schedule in support of fundraising and other organizational events and activities.

COMPENSATION

The expected hiring range is \$45,000 - \$50,000, with a full benefits package.

APPLICATION DEADLINE

Applications will be reviewed starting Friday, November 12, 2021. Applicants must include a cover letter with resume to be considered for the position. Please also indicate where you learned of the opportunity. Please note that only those candidates invited for screening will be contacted

ADDITIONAL QUESTIONS

Please direct questions to Jessica Williams, Development Department Manager via email Jessica@aplacetoliveagain.org.

Supportive Housing Communities provides equal employment opportunities to all persons without regard to race, color, creed, age, sex, religion, disability, nationality, or sexual orientation, and promotes the full realization of this policy through a positive, continuing program of affirmative action.