



Partnerships 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 Partnerships Coordinator will play an essential role in helping the Development team at SHC achieve a fundraising goal 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 Partnerships Coordinator is part of the Development team and reports to the Development Department Manager.

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

- Responsible for assisting the Development team in achieving the annual revenue goal.
- Create a corporate prospect list of new corporations to target for funding for SHC.
- Assist in selling corporate sponsorships for SHC annual fundraising event.
- Implement stewardship plan and cultivate donors, volunteers, corporate partners to give.
- Work with Grant Writer to ensure that corporate grants and proposals are submitted and deliverables are met.
- Meet with corporate partners, donors and potential leads.
- Make asks for financial and in-kind support.

- Create opportunities for corporate partners to engage with SHC clients by providing programmatic and community classes and volunteer experiences.
- Work with corporate partners to identify and provide job opportunities for SHC clients.
- Attend networking opportunities in the community to develop relationships for SHC.
- Make presentations for corporate partners and potential partners.
- Work with Development team to identify stories, testimonials that can be used to cultivate donors.
- Work with corporate contacts to organize volunteer activities to support the needs of SHC.
- 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;
- 5 years experience of nonprofit fundraising and/or sales experience.
- 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, January 14th. 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.