



Donor Relations 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 Donor Relations 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 Donor Relations Coordinator is part of the Development team and reports to the Director of Development.

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

- Responsible for assisting the Development team in achieving its annual revenue goal.
- Build a prospect list of new corporations to target for funding for SHC.
- Assist in selling corporate sponsorships for SHC annual fundraising event.
- Assist in selling corporate partnerships for agency as a whole.
- Work with Grants Coordinator and Director of Development to ensure that corporate grant proposals and reporting are submitted and deliverables are met.
- Meet with corporate partners, donors and potential leads.
- Make asks for financial and in-kind support.
- 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 to potential donors and corporate partners.
- Provide special stewardship to assigned donors.
- 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;
- 3 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 Monday, May 23, 2022. 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, Director of Development 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.