

SC COMMUNITY LOAN FUND

investing in community

South Carolina Community Loan Fund
1535 Hobby Street, Suite 209
North Charleston, SC 29405
843-973-7285
www.sccommunityloanfund.org

POSITION: **Development and Communications Director**

STATUS: Full-time, regular / exempt

SALARY RANGE: \$65,000 - \$75,000

LOCATION: Charleston, SC

ABOUT SOUTH CAROLINA COMMUNITY LOAN FUND

South Carolina Community Loan Fund (SCCLF) is a U.S. Treasury and South Carolina certified Community Development Financial Institution (CDFI) based in Charleston, SC whose mission is to build vibrant, sustainable communities by providing loans, technical assistance, and advocacy for the development of affordable housing, healthy food retail, community facilities, and community businesses throughout South Carolina. Since 2004, SCCLF has provided \$19.2 million in financing that has facilitated the development of more than \$163 million in community development projects; funding has created or retained 3,159 jobs, financed one healthy food retail outlet, one community facility, five community businesses, 1,111 housing units, and provided a safe, decent, and affordable place to call home for 2,778 individuals and families.

SCCLF is a dynamic non-profit organization with a small, but highly effective, staff that raises program and operating support through a combination of donations, grants, and impact investments. SCCLF currently operates with an annual operating budget of \$1.5M and program budget of \$4M. The organization loans and revolves capital to continually expand and sustain its mission.

JOB DESCRIPTION

Manages day-to-day development and communications activities to enhance and support the overall mission of SCCLF by assuring ample unrestricted operating and program funds are generated. Responsible for establishing and implementing the infrastructure needed to grow the organization's budget through diverse funding streams to build SCCLF's financial resources, visibility, and impact. Oversees the work of the Communications Assistant to implement an annual communications and marketing plan.

The successful candidate will be a self-starter who has the ability to work independently as well as part of a team and is driven to succeed. Familiarity with impact investing, experience with comprehensive major gifts efforts, and a working knowledge of the region's philanthropic and business community are required for success in this position.

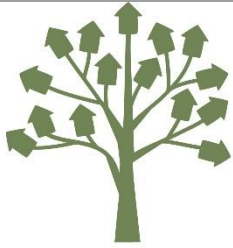
KEY RESPONSIBILITIES

- **DEVELOPMENT:** Actively work with the Executive Director to develop and implement a comprehensive development strategy to include individual, corporate, financial institution, foundation, and government monetary support, including personal solicitation and direct marketing efforts.
- **FUNDRAISING:** Responsible for cultivating, soliciting, and stewarding individual and corporate giving prospects and donors, including maintaining an active donor call list and monitoring all prospect contact to ensure positive relations and giving.
- **GRANT WRITING:** Research and write grant proposals for operating and program support from local, state, and national grant making organizations. Manage logistics of all grant reporting and compliance: generating status reports; tracking funder relationship

Position: Development and Communications Director

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It is the policy of the South Carolina Community Loan Fund not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, marital status, sexual orientation, gender identity or veteran status.



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details; crafting customized thank you letters; submitting funder-required grant reports; maintaining grant files; and publicizing grant awards.

- **INVESTMENTS:** Work directly with the Executive Director and Finance Director to implement new investor cultivation strategies, including establishing a working relationship with underwriting staff at financial institutions and foundations, and positive rapport with investment professionals, including wealth advisors, tax attorneys, and tax accountants.
- **COMMUNICATIONS:** Actively work with the Executive Director to develop and implement an annual communications and marketing plan. Craft and simplify SCCLF mission-driven messaging to attract new donors and investors throughout South Carolina. Responsible for management and oversight of the production of all marketing materials targeted to donors, investors, and borrowers, including the organization's annual report and newsletters.
- **EVENTS:** Coordinates special events, including marketing, fundraising/sponsorships, and relationships with consultants, vendors, event committee, etc. Responsible for the establishment of annual fundraising event designed to raise operating income and community awareness of organization, and an annual donor recognition event.

KEY SKILLS

- Demonstrates effectiveness and experience in fund development
- Excellent written and oral communication skills
- Demonstrates leadership ability in strategizing and coalition building
- Experience developing and maintaining donor and prospect relationships

MINIMUM QUALIFICATIONS

- 5-10 years of progressively more responsible positions in development, communications, marketing, and/or external relations
- Master's Degree, or equivalent experience, preferred

TO APPLY, PLEASE SUBMIT THE FOLLOWING TO Michelle Mapp, Executive Director, at michelle@sccommunityloanfund.org

- Cover Letter and Resume
- Salary Requirements
- References

SALARY COMMENSURATE WITH EXPERIENCE, BENEFITS INCLUDE

- SCCLF contributes 3% of employee's annual salary toward retirement plan
- Annual medical insurance stipend
- 20 days of Paid Time Off (PTO) per year + 12 paid holidays per year
- Flex schedule
- Mileage reimbursement for out of town travel at the federal rate of reimbursement
- Cellular phone