



Development & Communications Director

Title: Development & Communications Director

Employment Status: Part-Time (30 hours)

Supervisor: Executive Director

FLSA: Non-Exempt

Job Summary: The Development Director is responsible for increasing the fundraising capacity of Sumter Habitat for Humanity to enable building decent, safe, affordable houses throughout the city. This individual will develop and implement a marketing plan and strategy to increase the affiliate's resources including major gifts, planned giving, sponsorship acquisition, and cultivating new donors. This person is also responsible for all organizational communications not limited to newsletters, annual appeal letter, holiday card, Giving Tuesday, Midlands Gives Day, thank you letters, website and social media. Must be goal-driven and results oriented.

Responsibilities and Duties:

Marketing, Communications & Public Relations

- Prepare a comprehensive marketing plan to meet the long-range financial needs of the affiliate.
- Develop promotional materials as needed to properly communicate the mission and need, including for the ReStore.
- Increase attention to programs through presentations, personal contact, and publicity.
- Continue to maintain and increase the functionality of the donor database (Charity Proud).
- Maintain the historical archive of media and photographs (hard-copy and digital).
- Develop and execute a communications and solicitation program to extend community awareness and reach donors and prospects by creating copy and graphic material for e-newsletters, website, social media, print, direct mail, and fundraising appeals.

Fundraising

Identify and pursue sources of corporate, civic, and foundation funding.

- Develop ongoing strategies to cultivate planned giving prospects.
- Develop, cultivate and implement donor solicitation and visits to move current donors into Major Giving donors by leveraging the donor database records (Charity Proud) and research for additional new prospects through a donor database (TBD).
- Continue the gift acknowledgment program (thank you's) and investigate how this can bring repeated gifts.
- Identify and write new grants including grant research, relationship building, proposal writing, and final reporting.
- Develop and implement annual giving programs, including but not limited to direct mail, matching gifts, monthly giving, and online giving.
- Work closely with churches to regrow the "Apostle's Build" campaign used to fund houses. This will require creating collateral material, communications, speaking at church activities, and keeping updated regarding projects.
- Develop and implement ways to receive more material donations for the ReStore; find ways to cultivate these donors to move them into the financial donor pool.
- Work with Board Members and Fundraising Committee to bring in donors and sponsors.
- In the future, have the capacity to conduct a Capital Campaign.

REQUIREMENTS:

- Ability to hit the ground running and to create a Resource Development program.
- Demonstrated experience and comfort in fundraising and soliciting for donations.
- Individual must possess exceptional organizational and interpersonal skills.
- Strong oral and written communication skills with diverse groups and individuals.
- Ability to identify and tell compelling stories of need.

- Strong public speaking skills that can communicate warmth, engagement, and a passion for the mission of Sumter Habitat.
- Ethical, personally and professionally, particularly in working with confidential or sensitive information.
- Excellent critical thinking and creative problem-solving skills.
- Comfortable managing multiple projects in a deadline-driven environment.
- Successful grant writing experience.
- Must be committed to a team environment.
- Must be willing to do in-person visits alone or with the Executive Director or Board Members.
- Occasional night and weekend work will be required to meet goals.

Other Duties as Assigned by the Executive Director

TECHNOLOGY SKILLS

- Proficient with various software: Microsoft Word, Publisher, PowerPoint, and Excel.
- Knowledge of CharityProud and WIX web design preferred; Constant Contact and Canva.
- Proficient with social media platforms: Facebook, Instagram, Twitter, YouTube, and LinkedIn.

EDUCATION: A Bachelor’s degree or equivalent work in fundraising, marketing, or public relations. A background in non-profit work is preferred.

EXPERIENCE: Three (3) years of comparable work experience in human services, marketing, events, fundraising, donor development with a proven track record.

SALARY & BENEFITS

- Hourly Pay: \$18 - \$20 / hour, DOE Part-Time
- Paid holidays after the introductory period
- Paid personal days and vacation after the first year per the Employee Handbook
- Work week is Monday – Friday 8:30 – 5:00; actual work schedule TBD

To Apply: Email a cover letter and resume, along with the names and contact information of at least 3 professional references, salary history, and salary expectations to:

Theresa White, Executive Director at: info@habitatsumter.org.

Put APPLICATION FOR DEVELOPMENT DIRECTOR in the subject line please.

Please no faxes or phone calls. All candidates will be required to undergo a credit, criminal background, and sex offender check. Applications will be accepted and reviewed on a rolling timeline until the position is filled.

Sumter Habitat for Humanity, Sumter, SC, is an Equal Opportunity Employer.

Sumter Habitat for Humanity does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities and operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

SUMTER HABITAT FOR HUMANITY, INC
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habitatsumter.org