



Director of Development and Community Relations

The Director of Development and Community Relations is responsible for creating and implementing a plan for fund development, communications and overall community outreach. The Director of Development and Community Relations must be creative and enjoy working in a fast paced and results driven environment. This position is in direct delegation of the Executive Director.

To apply: Send cover letter and resume electronically to Sara Marin at smarin@able-sc.org. No phone calls please.

Essential Duties:

- Identify grant opportunities and work with Able SC's leadership team to develop programs that will increase the independence of people with disabilities and/or create community inclusion. This includes being responsible for writing, preparation and submission of new grants and prepare and submit all contract renewals.
- Provide outreach regarding Able SC's fee for service programs.
- Build and maintain the individual donor base by planning and coordinating all fundraising solicitations, special events and activities to attract individual donors.
- Build and maintain a corporate donor base by participating in local business groups; planning and coordinating solicitations; and managing all of the research, writing, preparation and submission of all requests.
- Develop support from local/state government by participating in relevant public meetings and associations to promote and find new opportunities for the organization to further its mission.
- Coordinate Able SC's fundraising events and develop additional events.
- Develop and implement strategies to increase the organization's positive visibility by designing and implementing outreach messaging that will ensure consistency with the branding and philosophy standards of the organization.
- Coordinate all of Able SC's communications such as e-blasts, newsletters, annual report, social media, etc.
- Acknowledge all of our donors in a timely manner.
- Carry out additional assignments as delegated by supervisor in a timely manner.

SUPERVISORY RESPONSIBILITIES: None.

Director of Development and Community Relations—Job Description

QUALIFICATIONS:

- BA/BS Degree, Master's degree preferred.
- Three years' experience in nonprofit development or related field.
- Excellent Communication and writing skills.
- Experience with grant writing.
- Demonstrates initiative, creativity and resourcefulness.
- Superior organizational skills, attention to detail, and ability to prioritize and manage multiple tasks.
- Problem solving ability.
- Advanced MS Office experience.
- Must have a positive attitude.
- Experience with working in teams to accomplish goals.
- Must be able to travel occasionally.

LOCATION: Columbia or Greenville

HOURS: 40 hours per week

****People with disabilities are encouraged to apply****