



Community Relations and Development Director

Position Description: Phillis Wheatley Community Center (PWCC)

Job Title: Community Relations and Development Director

Position Reports To: Executive Director

Status: Exempt with traditional in-person work week and some evening/weekend hours

Summary: Hattie Logan Duckett's mission in life was to help uplift those who were less fortunate and downtrodden, and the fruits of her labor are seen today in the activities and impact of the Phillis Wheatley Association, now known as The Phillis Wheatley Community Center (PWCC). This center has played a vital role in developing the social, economic, and artistic skills of the people of Greenville, South Carolina, for more than 100 years.

The Community Relations and Development Director will support the Executive Director by managing the daily operations of fundraising. The Community Relations and Development Director generates public awareness for the organization through events and activities, annual campaign management, and raises revenue to pursue the strategic goals and mission of PWCC. The Community Relations and Development Director is responsible for the fundraising efforts within the organization and builds relationships with people and organizations, securing philanthropic support for PWCC's programs and projects. The Community Relations and Development Director must be able to exercise independent judgment in the resolution of administrative problems and perform under pressure with a high degree of accuracy, diplomacy, and confidentiality. The position also will require the Community Relations and Development Director to possess excellent written and verbal communication skills and maintain excellent computer skills.

Responsibilities

- Ability to work independently and manage multiple projects concurrently.
- Ability to build and maintain professional relationships and effectively communicate with donors, prospects, leadership, administrators, and professional colleagues over the telephone, virtually, in person, and in writing.
- Develop and manage annual fundraising campaign strategy.
- Oversee the annual fundraising luncheon.
- Plan and implement, with the help of team members and the board, all efforts to support fundraising (mailings, social media posts, e-mails, phone calls, virtual / in-person events, etc.
- Assist in developing and planning the annual fundraising budget.
- Compose and edit letters, documents, and other written materials.
- Ability to utilize computer networks, software, and applications for management and production of incoming and outgoing paper flow, prepare presentations, and ensure an efficient office operation.



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- Process gifts utilizing ETapestry. Work with Bookkeeper, to develop new accounts or use current accounts.
- Utilize ETapersty to maintain the prospect/donor database, update basic information, and track gift activity. Learn database procedures including research requests, gifts and financial records. Produce various database reports.
- Manage ETapestry and keep information current.
- Draft thank you letters for Executive Director and Board Members so they can promptly acknowledge donors.

Qualifications

- BS/BA with an emphasis or concentration in business, management, marketing, sales, public relations or related field; MS/MA is a plus.
- Minimum three (3) years of experience non-profit, sales, or hospitality experience preferred; annual campaign, marketing, media, and/or public relations experience a plus.
- Proficient with a variety of social media platforms: Facebook, Instagram, Twitter, YouTube, and LinkedIn.
- Knowledgeable of Canva and WordPress.
- Working knowledge of MS office and program management software with the ability to learn and use new software and systems as required.
- Excellent communication, organizational and leadership skills.
- Possess good planning, organizational and time management skills.
- Possess knowledge of community resources, programs, and support.
- Must be a quick, self-starter, with the ability to look ahead and take charge of situations.
- Exhibit excellent verbal, written and interpersonal communication skills.
- Be a team player.
- An intense sense of and respect for confidentiality involving both clients and fellow employees.