



## **SUPPORTIVE HOUSING COMMUNITIES (SHC)**

### **Director of Development – Position Description**

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Title: Director of Development  
Location: Administrative Offices at the Children and Family Services Center, 601 E. Fifth Street, Suite 255, Charlotte, NC 28202  
Reports To: Chief Executive Officer

#### **ORGANIZATIONAL OVERVIEW**

##### Mission

The mission of Supportive Housing Communities is to provide affordable housing to alleviate homelessness and human suffering.

##### Vision

SHC's vision is to develop and operate permanent supportive housing for men, women and families overcoming homelessness, especially veterans and those with mental illness, substance abuse, and medical or other disabling conditions.

##### Community and Residents

SHC provides supportive housing to more than 300 residents on a budget of over \$4 million. SHC was established by two churches--St. Peter's Catholic and St. Peter's Episcopal. One of our legacy properties, McCreesh Place, is named in honor of the late Father Eugene McCreesh (1923-2001) of St. Peter's Catholic Church.

SHC primarily serves the chronically homeless population--individuals who have been homeless for at least one year and have a disabling condition, such as alcoholism, mental illness or a chronic disease. To carry out its mission, SHC uses a permanent supportive housing (PSH) model which links permanent, affordable rental housing with access to flexible, voluntary supportive services, including health care, mental health counseling, substance use treatment and employment services. SHC's services are aimed at fostering self-sufficiency, improving self-image, and supporting recovery and wellness. The organization maintains a 97% success rate of keeping residents in stable housing.

For more information about SHC visit [supportivehousingcommunities.org](http://supportivehousingcommunities.org).

#### **THE OPPORTUNITY**

At a time when all eyes are on affordable housing in the Greater Charlotte region, SHC has taken significant strides forward to increase access for people in need. The organization has onboarded several new assets and programs in recent years, increasing its scale and impact.

SHC is seeking a Director of Development to engage people in the mission of SHC and maintain lasting relationships with donors, volunteers and stakeholders. The Director of Development is part of the SHC Senior Leadership Team. S/he reports to the Chief Executive Officer and supervises development staff.

## **THE POSITION**

The Director of Development will set and achieve SHC fundraising and development goals to ensure ongoing growth and stability of SHC programs and partnerships. The ideal candidate will have a strong background in diverse fundraising strategies, a collaborative leadership approach, executive reporting and a results driven mindset. Key responsibilities include:

- Develop and implement a robust development and marketing strategy to increase fundraising and stewardship of individual, corporate, faith and foundation donors.
- Grow major gifts program through identification, cultivation and solicitation of major donors.
- Develop, monitor and manage annual fundraising development plan and budget.
- Provide leadership, vision and strategic planning to ensure the successful functioning of the development department.
- Lead development team fostering an inclusive and collaborative culture/environment.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Build planned giving program with a focus on deferred gifts.
- Broaden and deepen relationships with top donors and maintain gift recognition programs.
- Lead development and execution of SHC's signature fundraiser and strategic partnerships.
- Lead the development and execution of SHC's signature fundraiser and other fundraising events, including targeting new and existing sponsorships.
- Assist board members and volunteer leaders in their active involvement in development committees.
- Identify strategic engagement opportunities and events for agency leaders.
- Ensure accurate and secure management of donor and partnership information.
- Oversee agency printed materials (signature piece, annual report postcard, holiday appeal), along with website and e-newsletter.
- Oversee planning and management of website and social media content.
- Create monthly reports for leadership and board to reflect activities and performance.

## **REQUIRED QUALIFICATIONS & COMPETENCIES**

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 required; Master's degree preferred.
- Minimum of five years of frontline fundraising and progressive leadership experience.
- Proven ability to cultivate and secure major gifts and report philanthropic impacts.
- Strong research, planning, strategy, financial, budgeting, and analytical skills for informing fundraising.
- Excellent judgment, interpersonal, written and oral communications skills.
- Proven ability to interact with, earn trust from, and influence philanthropic donors and leaders.
- Ability to work independently, have goal orientation and manage multiple priorities.
- Proficient in Microsoft Office and fundraising software, platforms and marketing databases (i.e. eTapestry, Raiser's Edge, Better Unite, Salesforce, etc.)

Performs other job duties as requested by the Executive Director and/or Board of Directors, within the scope of the position.



**How To Apply**

All inquiries, nominations and applications should be directed via email to [BoardHR@aplacetoliveagain.org](mailto:BoardHR@aplacetoliveagain.org). Applications must include a compelling cover letter and CV 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.

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.