



# Charlotte Family Housing

*Working to solve family homelessness*

## **Development and Communication Manager**

**Job Objective:** To lead grant writing and communications efforts, in addition to strengthening relationships with existing private foundations and cultivating relationships with new foundations.

### **Duties:**

- Identify, solicit, cultivate, and manage relationships with private foundations
- Lead grant research, grant database management, and grant writing efforts
- Develop and maintain relationships with media contacts
- Develop and propose strategies for gift solicitation
- Coordinate major gift cultivation and assist with events
- Research and write personalized reports for major donors
- Provide prospect research reports and donor profiles
- Update and maintain non-gift information on prospects and donors in database
- Perform prospect research on foundations to evaluate prospects for foundation grants
- Research foundation donor prospects by scanning newsletters, newspapers and variety of journals for organizations and individuals with interest in Charlotte Family Housing's mission
- Provide timely, personalized, strategic communication to major gift prospects and
- Skillfully represent the organization to various constituencies
- Abide by agency confidentiality policy
- Participate in professional learning opportunities and required ongoing training
- Perform other related work as required

### **Qualifications:**

- Excellent written and verbal communication skills
- Grant writing experience
- Nonprofit development/fundraising or sales/account management experience
- Exceptional planning, organization, and analytical skills with attention to detail
- Competency in Raiser's Edge, Facebook, Twitter, Instagram, Constant Contact, and Microsoft Office products
- Graphics experience preferred, but not required
- Ability to establish and maintain effective working relationships
- Valid driver's license and insured transportation
- Strong servant leadership as exemplified by the following: commitment to serving families experiencing homelessness and personal accountability for organizational results

### **Requirements:**

- Bachelor's degree
- Two to four years of relevant experience and/or demonstrated success in fundraising