**Director of Communications & Philanthropy Services**

Roof Above has been formed through a merger of Men's Shelter of Charlotte and Urban Ministry Center. We have not yet integrated our full web presence so please visit the careers page on our website at [https://www.mensshelterofcharlotte.org/employment/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mensshelterofcharlotte.org%2Femployment%2F&data=01%7C01%7Cnhigginbotham%40roofabove.org%7C3f796d40677d49aad19108d84a010341%7Cf90b7142a2c74e25a4249408c4a80697%7C0&sdata=LyhFQo5PVbKQMel%2FSbrxs3FvmYgCBgjJp%2B66vxINXdA%3D&reserved=0) to apply.

**Roof Above**

Ending homelessness is a bold and complex undertaking. It requires heart, collaboration and resources. But when we dream big, amazing things happen. That’s why, we are excited to announce that Urban Ministry Center and Men’s Shelter of Charlotte, **NOW known as Roof Above**, have joined forces to become one organization. Our organization will continue to provide all of the services we currently offer, and as one entity will increase our impact in finding and creating permanent housing solutions for the most vulnerable members of our community.  We have combined our talent, services and leadership to elevate our quest to end homelessness in the Charlotte region.

**POSITION SUMMARY:**

The Director of Communications & Philanthropy Services is responsible for planning, developing, and maintaining comprehensive fundraising goals through effective communication, collaboration, strategy, planning, and execution. Successful candidates will feel at home working in an environment that requires you to juggle multiple priorities and competing deadlines, while never losing sight of the overarching goals and desired outcomes. In this role, you will provide strategic direction and oversight in four key areas for Roof Above’s Philanthropy Team:

* External Communications
* Grant writing (both public and private)
* Database management
* Day-to-day operations for the Philanthropy Team

**ESSENTIAL FUNCTIONS:**

Communications

* Work in close collaboration with the CEO and the Chief Philanthropy Officer to create and implement an external communications plan for the organization to ensure consistent and strategic messaging that complements Roof Above’s mission, goals and overall philanthropy activities.
* Provide leadership and strategic direction for all external print and digital communications and marketing activities to provide consistent messaging and brand identity.
* Complete the organization’s rebranding initiative ensuring consistent messaging and images across all programs and communication channels.
* Provide supervision and leadership for the Communications Team which includes a full-time External Communications Manager and a part-time Communications Content Creator.
* In collaboration with the Communications Team, develop a proactive process to gather client, volunteer and staff stories so that up-to-date content is available for sharing with donors and community.
* Work closely with Philanthropy Team to make sure all donor communication is on message and organizational “voice” is consistent throughout. This includes but is not limited to True Blessings, annual fund communication, and Honor Card.
* Provide communication support for Roof Above programs, special projects, and events.
* Work with CEO, the Chief Philanthropy Officer and Leadership Team to develop and maintain positive relationships with community partners, key influencers, public officials.

Grants

* Work in collaboration with CEO, Philanthropy Team, Engagement Team and Program Leaders to ensure that relationships with funding partners are managed appropriately.
* Manage organizational public and private grant writing processes to ensure the maintenance of robust funding for the organization through application submissions.
* Provide leadership and supervision to the Grants Manager to ensure deadlines and reporting deadlines are met and messaging grant messaging is accurate and consistent.

Database

* Provide leadership around best practices relating to donor information and overall database management.
* Provide leadership and supervision to Donor Records Manager to ensure timely gift entry and acknowledgement.
* Work with Finance Team to ensure monthly reconciliation of gifts, provide audit information.

Philanthropy Team Operations

* Manage charitable solicitors license, BBC, Charity Navigator, and GuideStar.
* Work closely with Finance team to develop, implement, and manage process and procedures to ensure best practices are in place and being followed.
* Work with Chief Philanthropy Office to develop and manage a process for Philanthropy Team weekly meetings and quarterly retreats, including agenda preparation, follow-up, meeting facilitation.

**OTHER RESPONSIBILITIES:**

1. Participates in staff training and development activities as directed.
2. Performs other duties as directed by supervisor.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

* Bachelor’s Degree Required, Master’s Degree preferred.
* At least 5 years of experience in Philanthropy, with a strong focus on Communications, Grant Writing and Management, and Database Management.
* Experience creating strategic communication plans for external audiences.
* Demonstrated ability to provide leadership, supervision, and growth opportunities for four staff members of the Philanthropy Team
* Strong experience with Raiser’s Edge
* Strong presentation and communication skills
* Enjoys collaborating with others and working as a part of a team
* Excellent organizational skills and ability to meet deadlines
* Ability to juggle many priorities at once

**WORKING ENVIRONMENT:**

* Currently teleworking because of COVID 19
* When COVID 19 restrictions are lifted, office will be located at Roof Above’s Day Services Center