

Position Title	Development Director
About Us	Greer Relief is a nonprofit human service organization where every neighbor matters. We are dedicated to providing Stability & Empowerment programs to help our neighbors in need become neighbors who thrive. We seek to reflect the diversity of the community and are committed to partnerships that support healthy lifestyles and families. The long term goal of Greer Relief is to help neighbors identify and treat/correct/improve their barriers, not just the immediate need, thus leading to long-lasting success.
Description	The Development Director improves the viability and visibility of the agency through strategic communication efforts, planning, organizing and executing fundraisers, and engaging donors to support the mission of Greer Relief. This is a highly collaborative position and requires a creative, flexible team-player who is able to lead and can think on their feet.
Reports To	Executive Director
Hours	Full Time
Compensation	\$40,000-52,000

Primary

- Help develop, coordinate, maintain and implement the annual fundraising plan in accordance to budgeted goals.
- Develop and maintain the schedule for donor relations and special events including fundraising, benefits, and campaigns.
- Solicitation of sponsorships for monetary and in-kind support of events and operations.
- Orchestrate and execute event marketing and outreach.
- Manage volunteer event planning committees.
- Coordinate and participate in post event de-briefing.
- Implement and direct the event, associated staff, and volunteer activities to insure the event is on time and meets high standards
- Plan, schedule and execute individual events.
- Production, oversight, and distribution of all event materials (letters, invitations, posters, flyers, etc.).
- Manage all event venue(s) and vendor relationships.
- Supervise the AmeriCorps VISTA, "Marketing & Media Specialist"

Fundraising Events

- Help develop and plan the fundraising budget with committee prior to organization budgeting for next FY.
- Track revenue, expenses and budgeted forecast for all events (including hours spent on each event).
- Plan and implement fundraising campaigns and events (mailings, social media posts, e-mails, phone calls, virtual / in-person events, etc)
- Work with marketing committee to promote fundraising events and engage donors
- Responsible for keeping Social Media & email database content up-to-date with all event information
- Responsible for sending press releases and keeping all media updated on upcoming events.

Donor Relations

- Build and maintain strong relationships with current and potential individual donors
- Build relationships with corporations, small businesses, and other partners to build corporate revenue streams
- Secure financial support from individuals, foundations and corporations
- Develop and improve processes for ongoing donor communication and stewardship
- Track donor information, activities, and engagement in donor database
- Network and attend civic, business and social events to promote Greer Relief events and support of mission.
- Organize donor appreciation events

Secondary

- Research grant funding opportunities
- Assist with grant proposals and track status and workflow of grant funding, including the management of reporting and timelines
- Work with program staff to ensure funding being sought accurately reflects current programmatic needs and strategic direction
- Work with program staff to ensure accurate data is captured and tracked as needed by funders
- Assist with planning the volunteer appreciation event

General

- Work with the Team to better the programs of Greer Relief
- Participate in bi-monthly staff meetings
- Attend and participate in several monthly and quarterly board meetings
- Submit donor reports to Executive Director for presentation to Board of Directors
- Engage and inform the Greer Relief Team of donor activities & events
- Adheres to the "Ethical Standards for Human Service Professionals"
- Complete other tasks as needed and/or assigned

MINIMUM EXPERIENCE / EXPERTISE:

- **TRANSPORTATION:** Must have a valid driver's license and personal vehicle for work related travel.
- **SCHEDULE:** Traditional work week with occasional evening and weekend hours
- **EDUCATION:** Bachelor's degree with an emphasis or concentration in business, non-profit management, marketing, public relations or related field
- **EXPERIENCE:** Five (5) years of comparable work experience in human services and/or marketing, events or a closely related field
- **SKILLS:**
 - Demonstrated experience and comfort in fundraising, soliciting for donations, and/or planning major events
 - Demonstrated ability to meet or exceed fundraising and development goals
 - Strong oral and written communication skills with diverse groups and individuals
 - Ability to identify and tell compelling stories of need
 - Strong public speaking skills that can communicate warmth, engagement, and a passion for the mission of Greer Relief
 - Excellent critical thinking and creative problem solving skills
 - Comfortable managing multiple projects in a deadline-driven environment
 - Organized, efficient, and self-motivated with strong attention to detail, follow-through and ability to execute complex processes accurately
 - Highly ethical, personally and professionally, particularly in working with confidential or sensitive information
 - Mission and values driven with a strong commitment to diversity, equity, and inclusion.
- **Technology SKILLS:**
 - Comfortable with using office equipment, i.e. scanner, copier, fax machine, printer, etc.
 - Proficient with various software: Microsoft Outlook, Word, and Excel;
 - Proficient with social media platforms: Facebook, Twitter, Instagram, YouTube, LinkedIn;
 - A Plus if you have experience using CRMs, Canva, & WordPress. A big plus if you have experience using CharityProud.
- **PHYSICAL:** Must be able to lift up to thirty (30) lbs.
- **All Staff of Greer Relief and Resources Agency must successfully complete a criminal and financial background investigation.**
Greer Relief & Resources Agency is an equal opportunity employer & a drug free workplace.