



160 Meadow St., Monroe NC 28110

Position Title: Development Director
Reports To: Chief Executive Officer
Classification: Exempt
Core Hours: Monday – Friday 9am-5pm Must be able to flex hours as duties dictate.
Salary Range: \$42,000 - \$54,000
Benefits: Agency covers 85% of health and dental benefits.
To Apply: Send resume and cover letter to uccs@unionshelter.org by August 12. No phone calls.

General Job Description: The Development Director will manage all development efforts for the Community Shelter. Duties include developing an annual fundraising plan with agency leadership, cultivating and nurturing donors, managing a grant portfolio, managing all agency fundraisers, and managing donor software files. This position will involve supervising development department staff including a future special events coordinator, development volunteers and interns. This position will also sit on the agency leadership team.

Qualifications

- Three – five years of nonprofit leadership or senior management experience
- Proven record of success with grants, direct solicitations, and special events.
- Effective with working with others to reach common goals and objectives
- Ability to develop relationships with a diverse donor base.
- Takes initiative and actively seeks to deepen donor relations and forge new ones.
- Experience with donor software tools and technology applications.
- Strong written and oral communication skills, including the ability to influence others

Function 1. Fund Development

1. Create a comprehensive agency strategy to secure funds to achieve organization’s mission and goals. Strategy will include grants, individual donations, special events, major gift program, sponsorships, etc.
2. Cultivate and nurture donors. Create a major gift strategy for donors.
3. Manage agency special events including event budget, financial goals, and event volunteers. Secures sponsorships for events.
4. Maintain a close working relationship with board and volunteers responsible for fund raising activities, and both inspiring and managing these volunteer efforts to achieve financial goals.
5. Manage agency’s grant portfolio.
6. Manage the agency’s donor data base via software E-Tapestry.
7. Attend board meetings and report on development activities.

Function 2. Leadership

1. Serve on agency leadership team and work collaboratively with all agency departments to further the mission and harmony of the organization.
2. Serve as one of the agency spokespersons.
3. Act as one of the lead agency ambassadors at community events and with Community Partners.
4. Work collaboratively with agency marketing and communications contractor.

The Community Shelter is a 501c3 organization with the mission to provides food, emergency shelter and rapid rehousing instruction to those individuals and families in need within our community. We promote a pathway to self-sufficiency which includes income stabilization and permanent housing. In June 2019, we moved into a state of the art, newly constructed 2-building campus in Monroe, NC.

We provide three lines of service:

- 1) Emergency Shelter for people experiencing homelessness that includes 40 beds for single adult men, 20 beds for single adult women and 30 beds for families experiencing homelessness. Each demographic has their own dormitory and living quarters. Participants have a 60-day maximum length of stay.
- 2) Food for anyone in our community expressing a food hardship, including our emergency shelter participants and community neighbors. Food programming includes serving 55,000 prepared meals annually in our shelter kitchen: breakfast, lunch and dinner 7 days a week. Providing food pantry services to those expressing a food hardship through a food box program.
- 3) Rehousing for people moving from homelessness back to independent living. We provide housing search, financial assistance, case management and a furniture donation program.