



Development & Communications Manager

Title: <i>Development & Communications Manager</i>	FLSA Status: <i>Exempt</i>	Shift: <i>1st Shift (8 am to 5 pm)</i>
Reports to: <i>President & CEO</i>	Department: <i>Development & Communications</i>	Employment Status: <i>Full-Time</i>
Supervisory Responsibilities: <i>Yes</i>	Location: <i>Belmont, North Carolina</i>	Date Created/Last Evaluated: <i>08/01/2022</i>
Salary: <i>\$55,000 to \$65,000</i>		
Summary <i>The individual must support the goals, philosophy, and values of House of Mercy and the Sisters of Mercy. The Development and Communications Manager will contribute to House of Mercy's mission and community impact priorities by cultivating and acquiring philanthropic support. In collaboration with other team members, the Development and Communications Manager will maintain and develop new individual donors, private, corporate, foundation, and public funding relationships, and strategic partnerships to accelerate mission accomplishments through the delivery of strategic fundraising initiatives, grow organizational revenue, diversifying revenue streams, and generating additional funds. The successful candidate will possess an entrepreneurial spirit and help forge new relationships to build House of Mercy's visibility, impact, and financial resources.</i>		
Qualification Requirements <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and ability. Reasonable accommodations may enable individuals with disabilities to perform essential functions.</i>		
Minimum Qualifications <ul style="list-style-type: none"> <i>Bachelor's Degree in a field related to business administration, nonprofit management, communications, or three years of progressive professional experience.</i> <i>Knowledge of grant writing</i> <i>Excellent oral, public speaking, and written communication skills.</i> <i>Proven experience as a supervisor or similar management role</i> <i>Demonstrated ability to lead and coach effectively.</i> <i>Experience and knowledge of project management and coordination.</i> <i>Ability to maintain knowledge and professional development in market research, business trends, and fundraising trends that may impact needs and resources.</i> <i>Valid driver's license and insurance.</i> 		
Knowledge, Skills, and Abilities <ul style="list-style-type: none"> <i>Excellent organization skills, attention to detail, and focus on accuracy</i> <i>Strong technical skills, including proficiency with Google Workspace and Microsoft Office, and ability to navigate and report from donor database as required (Donor Perfect).</i> <i>Demonstrated ability to work independently, effectively, and cohesively as part of the team with all staff, volunteers, and partners.</i> <i>Skilled at motivating others to grow and be better; elevating the team</i> <i>Familiarity with basic fundraising principles and best practices.</i> <i>Ability to thrive in a creative dynamic, deadline-driven environment with positivity, humor and flexibility.</i> 		
Supervisory Responsibilities <ul style="list-style-type: none"> <i>Oversee recruitment, management, development, and retention of professional and support staff in the development department; evaluate staff, develop a strong sense of teamwork, and establish an environment of mentoring and support; coach the team and bring strategic focus to the Development & Communications department.</i> 		
Essential Functions <i>The Development & Communications Manager will be responsible for:</i> <ul style="list-style-type: none"> <i>Providing input regarding the development strategy and annual plan in collaboration with the President & CEO, staff, and board members.</i> <i>Bringing practical insight and best-practice strategy to the work of the Board of Directors in revenue generation and serve as a resource to Directors who engage in prospect/donor cultivation, solicitation, and stewardship.</i> <i>Provide timely and accurate reporting to House of Mercy's President & CEO, Board of Directors, and supporters to ensure transparency of development efforts.</i> <i>Prepare, submit, and manage grants through the entire grant cycle.</i> <i>Actively leads engagement to increase individual, corporate, foundation, civic and faith-based support (cash and in-kind) by identifying and cultivating relationships with current and prospective donors.</i> <i>Manages all development activities, including all annual giving, direct mail, special/major gift appeals, donor recognition, sponsorship, constituency building and cultivation, and any special fundraising events.</i> <i>Oversee growth, maintenance, and enhancement of the organization's fundraising database, including tracking performance metrics to measure the ROI of each direct mail or online solicitation campaign.</i> <i>Contributes to the organizational storytelling and curates connections by guiding the development of marketing materials, publications, programs, and activities that will increase the visibility of the organization and the issues affecting our constituents.</i> 		

- *Execute the development and implementation of social marketing, website content, communication/resource development materials, and brand management.*
- *Offers creative and active leadership for the organization at large by contributing to a positive organizational culture through intentional and identifiable actions. Performing other duties and responsibilities as needed.*

*Above all, the **Development and Communications Manager** must:*

Be committed to the philosophies and values of the Sisters of Mercy and the House of Mercy, Inc.

Be comfortable with persons living with HIV/AIDS and involvement with this community, as well as be reasonably knowledgeable about the disease.

Maintain professional standards of confidentiality.

Be willing to work as a team member concerning communication, scheduling, and overall work ethic.

Physical Demands

Requires frequent standing, sitting, walking, and driving of an automobile. Requires occasional long or irregular hours worked, especially during the production of special events. Must be able to lift, carry, push, pull or move objects (up to 20 lbs.) when needed. Reasonable accommodations may be made to support individuals with disabilities.

Work Environment

Typically involves inside work with occasional exposure to intermittent noise and other general office conditions. There will be outside work during some events, although limited. The above statements describe the general nature and level of work the individual(s) assigned this job classification. They are not interpreted as an all-inclusive list of this position's duties, skills, and responsibilities.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the position. All employees may have other duties assigned at any time. House of Mercy, Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other characteristic protected by applicable state or federal law.