



## Position Announcement DEVELOPMENT AND COMMUNICATIONS DIRECTOR

February 2024

### Who we are:

**Mission, Vision, Values.** IFC confronts the causes and responds to the effects of poverty in our community. We believe in a community that meets everyone's basic needs, including dignified and affordable housing, an abundance of healthy food, and meaningful social connection. We are guided by our core values: mutual respect, social justice, community power, self-determination, and integrity.

**History and Programs.** In 1963, seven women united their efforts to address the conditions of poverty in Chapel Hill and Carrboro. Almost six decades later, IFC continues to make this community more accessible and affordable for low-income workers and residents, who make Orange County a diverse and desirable place to live. Our programs include:

- Community Market and Community Kitchen – the largest food security programs in the county, providing groceries and hot meals daily to help families stretch their household budgets.
- Emergency Financial Assistance – rent, utility and other emergency assistance to increase housing stability for people who live or work in Chapel Hill-Carrboro.
- Community House and HomeStart shelters for more than 66 adults and 10 families - emergency shelter and housing-focused case management for people experiencing homelessness.
- Housing Support programs - subsidies and support services for residents living across the county, as part of a best practice housing first model.
- Activate! IFC – voting, advocacy, and leadership development program that confronts the causes of poverty and homelessness in our community.

**Budget and Fundraising.** For fiscal year 2024, IFC has an operating budget of \$3.7 million. We work to raise 65 percent of funds from private donors and receive 35 percent from government sources. We have an endowment of \$2 million. Hundreds of volunteers work tirelessly alongside paid staff and contribute many hours daily to maintain our programs. Local congregations, individuals, and businesses provide in-kind support through food drives, meal preparation, and third-party events. Over the years, IFC has been the recipient of bequests, and more than 1,000 donors give loyally each year.

### About this position:

The Development and Communications Director supports the financial solvency of IFC, ensuring that the organization can pursue its mission with abundant resources. This position works in partnership with the Development and Communications Manager, President and CEO, Leadership Team, and Board of Directors.

### Responsibilities include:

#### Fund Development

- Develop and execute IFC's annual fundraising plan and calendar guided by our mission, vision and values and inclusive of private giving segments: individuals, congregations, foundations, businesses
- Manage a portfolio of top prospects and donors, and collaborate with senior leadership on solicitation and stewardship strategies
- Support the Manager in maintaining the organization's grants program, including foundation and government funding

- Manage structure and implementation of donor database and gift processing with daily support from the Manager
- Collaborate with finance department to ensure accurate records and timely acknowledgments
- Manage and support events, including direct and third-party fundraising events, donor gatherings, and community-building opportunities

#### **Communications**

- Direct and carry out the communications and marketing strategy, including communications with donors and supporters, community partners, staff, volunteers, members and residents
- Develop content for regular communications through social media, traditional media, email, website, grants, letters, and other written communications
- Manage production of communications materials, including but not limited to a bi-annual newsletter, event-related material, website, and social media
- Ensure consistent branding, and serve as a resource for colleagues on marketing efforts

#### **Leadership**

- Provide supervision and guidance to the Development and Communications Manager and other staff or volunteers providing support for the Development and Communications functions
- Serve as an active member of IFC's leadership and staff teams, and contribute to their success
- Attend and support board of directors meetings and committees; engage board members in fundraising and community-building efforts

#### **What we're looking for:**

- At least 3-5 years of experience in a senior management role that includes donor development, major gift fundraising, and development of new revenue sources
- Understanding of the root causes of poverty, homelessness and food insecurity. Alignment with the values of IFC and an appreciation for the mutual aid, community support, and volunteerism that drives IFC's mission
- Familiarity with the fundraising landscape of the Triangle and applicable strategies, including foundation support, individual giving, and social media opportunities
- Exceptional written and interpersonal skills; communications and marketing experience
- Ability to learn and manipulate donor database and communications software
- Effective planning and time management skills, ability to manage multiple tasks and deadlines
- Flexible work style, sense of humor, and ability to work as part of a diverse team
- Demonstrated excellence in leadership, teamwork and collaboration
- Supervisory experience; ability to effectively communicate with a wide variety of audiences
- Ability to approach challenges with curiosity, openness and innovation
- Natural networker who enjoys interacting with people, attending events, and public speaking

#### **What we offer:**

The compensation package is commensurate with the skills and experience of the successful candidate with a starting salary in the \$80K range annually for a full-time position with hybrid work opportunities. IFC offers an excellent benefits package, including health, dental, and vision insurance; premiums are fully paid for employees, and there is a shared plan for dependent coverage. Optional 401(k) retirement plan with an employer match of up to 3% of salary. Annual paid time off: 13 sick days, 3 weeks of vacation (4 weeks after 3 years), and paid holidays.

#### **How to apply:**

**Please email cover letter, resume, and 3 professional references to [HR@ifcmailbox.org](mailto:HR@ifcmailbox.org).**

*IFC is an equal opportunity employer and strongly encourages applications from people with lived experience of poverty or homelessness; Black, Indigenous and People of Color (BIPOC); LGBTQIA applicants, and people with disabilities.*