



Inter-Faith Council for Social Service

Help and Hope for Those in Need Since 1963

Position Announcement DIRECTOR OF DEVELOPMENT

May 2017

Organization Description

In 1963, a group of seven local women united their volunteer efforts to address the conditions of poverty in Chapel Hill and Carrboro, and the Inter-Faith Council for Social Service was born. Throughout our 50+ years, we have provided safety-net services for individuals and families struggling with poverty, food insecurity, and homelessness. The IFC offers emergency shelter, transitional housing, support circles, a community kitchen and food pantry, and financial assistance for vulnerable individuals and families who are at-risk of becoming homeless. IFC is the sole provider of residential services to homeless men, women and children in Orange County. Our work is dependent on volunteerism and partnerships with caring individuals, congregations, and community organizations. We are guided by the shared values of Advocacy, Caring, Communication, Community, Hope, Self-Sufficiency, and Partnership.

For fiscal year 2016-2017, IFC has an operating budget of \$1,916,925. Support from individuals represents the largest source of revenue at 29%, foundations at 18%, government grants at 11%, congregational support at 10%, United Way at 6%, and special events done by IFC and for IFC represents 6%. In-kind contributions total more than \$2.4 million. We have a healthy and growing endowment of more than \$2 million.

The Director of Development will be joining a beloved and financially solid organization. Over the years we have been the recipient of many bequests, and we have thousands of donors who give faithfully each year. Our annual fundraising events (Crop Walk, RSVVP and holiday dinners), along with events put on by others, are expected to bring in 6% of our revenue this year. But as annual fundraising results have plateaued for many years, improved fundraising will be critical for future growth and opportunities.

This is an exciting time to join the IFC. In addition to growing our fundraising capacity for operations, we are preparing to launch a \$5.25 million capital campaign to better meet the food needs of clients by replacing our existing site in downtown Carrboro with the FoodFirst building. FoodFirst will combine and expand IFC's community kitchen and food pantry services in a space specifically designed for serving, receiving, storing, preparing, and distributing food. The new building will enable IFC to provide more and healthier food to more people and in a much more efficient manner. It will also provide improved office space for administrative staff and conference room space for use by the community.

Position Description

The Director of Development will work in partnership with the Executive Director and Board of Directors to build upon existing efforts and take IFC's fundraising program to the next level. The position is supported by a shared Executive Assistant, a Volunteer Coordinator, and part-time communications and event consultants.

Responsibilities:

- Creates and executes a diversified and effective fundraising plan for individuals, congregations, foundations, businesses and governments with an emphasis on expanding the donor base and moving donors to greater levels of support.
- Supports the FoodFirst \$5.25M capital campaign (which has its own Capital Campaign Cabinet and consulting team) with special focus on relationship-building with donors to establish annual support beyond the capital campaign.
- Manages a portfolio of top prospects and donors and collaborates with the Executive Director on solicitation and stewardship strategies.
- Makes regular reports to the Board of Directors and encourages fundraising activities by the Board, providing training and support when necessary.
- Directs the communications and marketing strategy, including social media channels and the website, all of which promotes and expands IFC's brand in the community and among funders.
- Collaborates with program staff and the Executive Director on grant writing for both foundations and government grants.
- Supervises a Volunteer Coordinator (currently a volunteer position), which manages a team of individuals working throughout the organization on a variety of tasks.
- Coordinates donor communications, acknowledgements, and management of the donor database.
- Actively serves as a member of the organization's Leadership Team and contributes to the success of other staff and the team as a whole.

Preferred Qualifications

- 3 years experience in a non-profit organization with experience in fundraising, marketing, and communications.
- Passion for the work of the Inter-Faith Council and an appreciation for the community support and volunteerism that is part of our organizational fabric.
- Familiarity with the fundraising landscape of the Triangle and applicable strategies, including foundation support, individual giving, and social media opportunities.
- Excellent written and verbal communication skills as well as the ability to plan and organize effectively.
- Ability to manage multiple tasks and deadlines and complete projects and reports on schedule.
- Experience supervising and motivating a team of staff and volunteers.
- High energy and a flexible work style, sense of humor, and ability to work as part of a diverse team.
- Natural networker who enjoys interacting with donors, giving tours, attending events, and public speaking.
- Availability to work some evenings and weekends, as needed.

Compensation

The Inter-Faith Council offers a salary that is commensurate with experience and reflective of salaries in nonprofit organizations as well as a generous benefits package. The position is full-time, 40 hours per week, with some evening and weekend hours.

Application Procedure

Please send resume, cover letter, and salary requirements via email to assistant@ifcmailbox.org or by U.S. mail to: Inter-Faith Council/ Director of Development Search, 110 W. Main Street, Carrboro, NC 27510. The IFC is an Equal Opportunity Employer.