



Position Announcement DEVELOPMENT AND COMMUNICATIONS DIRECTOR

February 1, 2020

Organization Description

Mission, Vision, and 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. More than five 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:

- Food Pantry 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 52 men, 14 women 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.
- Advocacy for Equity – community building programs that confront the causes of poverty through advocacy, civic engagement, training and leadership development.

Budget and Fundraising. For fiscal year 2020, IFC has an operating budget of \$2.3 million. We work to raise more than 75 percent of funds from private donors, and 25 percent comes from government sources. We have an endowment of more than \$2 million. Hundreds of volunteers work tirelessly alongside staff and contribute almost 30,000 hours of time annually 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 faithfully each year. Our annual RSVVP event is well-supported by local restaurants, which give 10% of their proceeds on a given night in November. CROP Walk and other third-party events are also a regular source of support and community building.

This is an exciting time to join IFC! A new building is currently under construction in downtown Carrboro, which will provide expanded and dignified space for IFC's community programs and offices. It will be a place for community gathering and relationship development, idea sharing and building community power. As we move into our new building and incur additional operating costs, IFC will need to substantially increase commitments of dependable, annual support. The Development and Communications Director will play an integral role in that effort.

Position Description

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, Executive Director and Board of Directors.

Fund Development

- Develop and execute IFC's annual fundraising plan and calendar guided by mission, vision and values and inclusive of private giving segments: individuals, congregations, foundations, businesses
- Manage a portfolio of top prospects and donors
- Support Executive Director's management of top prospects and donors. Collaborate on solicitation and stewardship strategies
- Oversee the organization's grants program, including foundation and government funding.
- Manage structure and implementation of donor database and gift processing
- Collaborate with finance department to ensure accurate records and timely acknowledgments.
- Plan and oversee fundraising events

Communications

- Direct the communications and marketing strategy, prioritizing channels and collateral that support fund development and donor communications
- Manage production of communications collateral, including but not limited to newsletter, event-related material, website and social media
- Ensure consistent branding, and serve as a resources for colleagues on marketing efforts

Leadership

- Supervise Development and Communications Manager
- Serve as an active member of IFC's Leadership Team, and contribute to the success of the team
- Attend and support Board and Board Development Committee meetings; engage members in fundraising efforts

Preferred Qualifications

- Knowledge of the causes of poverty, homelessness and food insecurity. Passion for the work of IFC and an appreciation for the 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.
- Very strong verbal and written communication skills.
- Appropriate education or experience in fundraising, development, and communications or marketing.
- 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.
- Natural networker who enjoys interacting with people, giving tours, attending events, and public speaking.

Compensation

IFC 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, an average of 40 hours per week, with occasional evening and weekend hours.

Application Procedure

Please send resume, cover letter, and salary expectations via email to HR@ifcmailbox.org.

IFC is an equal opportunity employer and strongly encourages applications from people with lived experience of poverty and/or homelessness, people of color, LGBTQ applicants, and people with disabilities.