JOB DESCRIPTION

Director of Development

STATUS	LOCATION
Full-Time Exempt	**Greenville, SC**

ORGANIZATION DESCRIPTION

CommunityWorks is a non-profit certified Community Development Financial Institution (CDFI) and an SBA micro lender committed to building financial equity by providing resources that support small business growth, entrepreneurship, affordable housing and homeownership. Collectively, our programs, expertise and partnerships help build stronger and more just communities.

For over 18 years, CommunityWorks (CW) has created opportunities for people, communities, and entrepreneurs in the Upstate and throughout South Carolina. Our programs provide financial coaching, one-on-one business coaching, small business and affordable housing loans, and support for building credit and assets. Since our inception, CW has served over 10,360 clients and generated over $449 million in local economic impact.

ABOUT THE ROLE

CommunityWorks is seeking a strategic and relationship-driven Director of Development to lead and strengthen the organization's fundraising efforts. Working closely with the CEO, executive leadership, board members, and external partners, this position will lead all philanthropic activities and build the systems, processes, and relationships needed for sustainable long-term growth across South Carolina.

KEY RESPONSIBILITIES

Fundraising Strategy

- Develop and implement the annual fundraising plan, including annual giving and donor initiatives.
- Establish fundraising goals, performance metrics, and revenue targets.
- Build and manage a donor pipeline strategy, using past giving, gift amounts, and frequency to shape donor and prospect communications.
- Identify opportunities to diversify and grow philanthropic revenue streams.

Major Gifts & Donor Relations

- Identify, cultivate, solicit, and steward major gift prospects and donors, maintaining a portfolio of key relationships.

- Develop and execute stewardship plans that deepen donor relationships, including management of fund and gift agreements.
- Coordinate donor meetings and engagement opportunities.

Grants & Foundation Partnerships

- Partner with the Grants and Compliance Manager to manage foundation relationships and align funding opportunities with organizational priorities.
- Research funding prospects.

Board Engagement

- Engage board members in fundraising through regular communication and board-led cultivation, solicitation, and stewardship opportunities.
- Develop training and tools that equip board members to serve as ambassadors and advocates.
- Foster a culture of philanthropy throughout the organization and board.

Systems, Analytics & Reporting

- Oversee the donor CRM, ensuring accurate donor records, gift processing, and tracking.
- Develop dashboards and track key performance indicators (KPIs), providing regular reports to leadership and the board.
- Implement best practices for donor management and fundraising operations.

Events & Representation

- Coordinate and manage fundraising events.
- Represent CommunityWorks at community, corporate, and networking events, and represent the CEO in their absence when directed.
- Perform other duties as assigned.

QUALIFICATIONS

Minimum Requirements

Bachelor's degree and proven experience in major gifts/development, donor relations, sales, or a related field. Knowledge of federal and state tax laws applicable to charitable giving and charitable trusts.

Required Competencies

- Proven major gift fundraising, donor cultivation, and stewardship experience.
- Exceptional relationship management and interpersonal skills.
- Strategic planning and execution capabilities.

- CRM and donor database management proficiency.
- Excellent written, verbal, and public speaking skills.
- Ability to work independently and manage multiple projects while maintaining attention to detail.

Preferred Experience

- 5-8 years of fundraising and development experience, including managing donor portfolios.
- Experience working with foundations, institutional funders, executive leadership, and governing boards.
- Familiarity with community development, economic mobility, affordable housing, entrepreneurship, or related mission-driven work.

SUCCESS MEASURES

- Annual fundraising goals and revenue targets achieved.
- Growth in donor pipeline, major gift portfolio, and donor retention.
- Expanded foundation and institutional funding relationships.
- Active board participation in fundraising, supported by accurate, data-informed reporting.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

Extensive computer use (including Adobe Acrobat and Microsoft Office), with sitting, standing, walking, talking, listening, and reading. Includes long hours during peak periods, driving to meetings, some evening meetings, and overnight travel for conferences.

COMMUNITYWORKS COMMITMENT

CommunityWorks is committed to creating a diverse and inclusive workplace that reflects the communities we serve. We encourage candidates from diverse backgrounds and experiences to apply and join us in building stronger, more equitable communities throughout South Carolina.