

PRESBYTERIAN COMMUNITIES OF SOUTH CAROLINA

Our Mission Statement: We are a compassionate Christian ministry dedicated to enriching the quality of life for seniors of all faiths.

JOB DESCRIPTION

Job Title: Senior Vice-President of Development and Church Relations

FLSA Status: Exempt Full-time

Date Created/Revised: March 2026

Summary of Job: The Senior Vice-President of Development and Church Relations provides executive leadership for PCSC's fundraising, church relations, and philanthropic strategy. This senior role is the public-facing representative for philanthropic initiatives, responsible for cultivating and stewarding major donors, expanding planned giving, leading capital and major fund campaigns, and strengthening relationships with Presbyterian churches, presbyteries, and clergy statewide.

This position ensures that PCSC's mission and ministry are communicated effectively to donors and church partners and oversees the strategic direction, goals, and operations of the PCSC Foundation.

Reporting Relationships: Reports to the Chief Executive Officer. Supervises the Director of Annual Giving and Donor Engagement and the Foundation Assistant.

Other Key Relationships: Collaborates with the Chief Financial Officer to ensure good stewardship of Foundation assets; works with Management Services staff and Community Executive Directors to discover and promote charitable gift opportunities across the organization.

Essential Job Functions: Through employee's own efforts:

- Uphold the PCSC Mission, Values, and Commitment Statement in all aspects of work, leading by example and holding oneself accountable for exemplifying compassionate Christian service.

Strategic Fundraising Leadership

- Develop and execute long-term philanthropic strategy to increase charitable giving, planned gifts, and donor engagement.
- Lead vision, design, and execution of major funds, annual fundraising priorities, and capital campaigns.
- Identify, cultivate, solicit, and steward major donor prospects statewide (including residents and their families) through personal visits, relationship-building, and strategic engagement.

- Oversee donor recognition processes, including plaques, naming opportunities, and dedication events.

Planned Giving

- Grow and manage a robust planned giving program that includes bequests, legacy gifts, and charitable estate commitments.
- Promote planned giving through educational outreach, donor conversations, and strategic communication materials.

Church and Community Relations

- Attend at least one meeting of each SC presbytery annually and give a brief annual report.
- Build, maintain, and deepen relationships with ministers, church leaders, Executive Presbyters, and congregations across South Carolina, with in-person visits being a key part of this work.
- Present mission-centered programs to congregations, civic groups, and lay groups.
- Visit each PCSC community on a regular basis and maintain a high level of visibility with residents, family, and staff through workshops, events, and general presence; coordinate visits with the Director of Annual Giving and Donor Engagement to maximize the presence of the Foundation on the campuses.
- Develop relationships with the chaplains to better understand their presbyteries and the residents they minister to.
- Participate in special occasions; attend certain funerals of residents and others associated with the organization as requested and required.

Board Relations and Foundation Oversight

- Coordinate preparation and scheduling for meetings of the PCSC Foundation Board of Directors; draft agendas, prepare and present reports, and collaborate with Directors regarding strategy and Foundation goals; ensure maintenance of Foundation corporate records and minutes.
- Participate in, and present reports at, the meetings of the PCSC Board of Trustees.
- Provide executive oversight and strategic direction for Foundation Services operations.
- Identify and model best practices in fundraising relative to PCSC's non-profit peers in the senior living industry.
- Supervise and mentor the Director of Annual Giving & Donor Engagement and the Foundation Assistant.
- Oversee communications related to philanthropy, church relations, and donor publications.

- Ensure restricted and designated gifts are used as intended.
- Collaborate with the CFO and CEO to ensure that the PCSC Foundation’s investment manager supports the investment goals of the Foundation and good stewardship of its assets.
- Manage the Foundation operating budget with strong fiscal stewardship.

Other

- Pursue professional development in philanthropy and senior living, through continuing education and involvement with professional organizations.
- Perform other duties as assigned.

Accountability:

The employee is accountable for increasing the charitable resources (both current and future) for the organization and increasing engagement with the Presbyterian churches. In particular, this includes:

- The promotion of planned giving and the increase of membership in the Good Samaritan Society.
- The execution and success of major funds and capital campaigns.
- Cultivating major donor prospects and stewarding existing major donors and Good Samaritan Society members.
- Hosting of appropriate donor luncheons or other donor-recognition events.
- Outreach to churches, pastors, and presbyteries to maintain positive church relations and interpret the work and mission of PCSC.
- Encouraging philanthropic giving among PCSC residents and families.
- Timely and accurate recordkeeping and gift acknowledgement in the Foundation Services office.
- Operating the Foundation Services office within budgetary constraints.

Competencies:

To perform the job successfully, the employee should possess the following knowledge, skills, abilities, and behaviors:

- Communication – Speaks clearly, effectively, and persuasively in positive or negative situations; writes well; knows English grammar; listens to other staff and/or constituents to share information and ideas effectively and efficiently.
- Technical Knowledge – Possesses professionally adequate knowledge of technical (legal and tax-related) aspects of planned giving and treatment of special gifts.

- Delegation – Appropriately delegates work assignments, gives authority to work independently, sets expectations, and monitors delegated activities.
- Initiative - Without prompting, takes proactive steps to improve all work tasks and/or customer service; comfortable with recommending new ideas and/or methods.
- Leadership - Effectively and proactively directs operations, activities or performance to achieve, with others, the organizational and community mission, values, and goals.
- Planning and Organizing/Time Management – Uses time efficiently; adheres to deadlines; uses data to work effectively and efficiently.
- Problem Solving - Resolves problems using good judgment in a timely manner. Knows when to escalate issues that require authority above the level of this position.
- Quality Management - Looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Stewardship - Responds appropriately and timely with fiscal responsibility in regard to residents and their families, and to community budgetary administration; is a responsible steward of people, talent, and financial resources.

Minimum Education, Experience and Skills:

- **Education:** Bachelor’s degree
- **Credentials:** CRFE or similar certification
- **Experience:**
5 years of fundraising and/or funds development
Demonstration of positive working relationships with faith-based organizations.
- **Skills:** Must be proficient in MS Outlook, Windows, Excel, Word, and PowerPoint. Must be willing to develop intermediate skills with Raiser’s Edge NXT. Must possess a valid driver’s license.

Preferred Experience and Skills:

- **Experience:**
7 years of fundraising/funds development experience that includes planned giving.
Demonstration of positive working relationships with Presbyterian Church (USA) congregations is highly preferred.
- **Skills:** Proficiency with Raiser’s Edge preferred.

General Physical Requirements:

- Light Work: Employee is required to exert up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work.

Physical Activities:

- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Standing: Remain upright on one's feet in a stationary position for extended periods of time as required to perform job duties.
- Reaching (Below Shoulder Level): Extending arms forward or to the side, typically within a 0°–90° range from the shoulder or extending arms backward within a 0°–50° range.
- Reaching Above Shoulder: Extending arms forward or to the side above shoulder height, generally beyond a 90° angle.
- Twisting: Rotating or turning the torso to the left or right in any direction.
- Bending/Stooping: Leaning the upper body forward by bending at the waist, engaging lower body and back muscles.
- Repetitive Elbow Movements: Use of the entire arm to grasp, turn, or manipulate objects with the hands.
- Repetitive Wrist Movements: Use of the fingers and wrists to pick, pinch, or handle objects, without significant arm involvement.
- Squatting (Crouching): Lowering the body by bending at the knees and hips.
- Kneeling: Bending legs at knees to come to rest on knee or knees.
- Climbing: Ascending or descending using ladders, stairs, ramps, or similar surfaces, requiring coordination of limbs and body agility.

Visual Acuity

- Position is required to have close visual acuity to perform an activity such as reading and analyzing written materials and data, viewing a computer screen or other digital displays, reviewing information accurately, conducting detailed visual tasks that may involve small components, fine print, or subtle visual differences, and performing activities that require attention to visual detail for accuracy and quality.

Working Environment

- Position is subject to inside and/or outside environmental conditions.

Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Job Description Acknowledgment

I have received a copy of my job description, and my supervisor and/or Human Resources have reviewed it with me.

Employee Signature

Date

Employee Print Name

Date

Supervisor or HR Signature

Date

Supervisor or HR Print Name

Date