

ETV Endowment of South Carolina, Inc.

Position Title: Director of Development

Reports to: Executive Director

Position Summary: The Director of Development is responsible for evaluating, organizing and directing the Development team in collaboration with the Endowment's Executive Director and Marketing and Digital Fundraising Specialist with the goal of raising financial support for the programs broadcast on SCETV and SC Public Radio. The Director of Development represents the Endowment to all donors, partners and constituents and protects the reputation and integrity of the Endowment by adhering to the Association of Fundraising Professionals' Code of Conduct.

Responsibilities:

Development

- Identify, cultivate, solicit, acknowledge and steward major and mid-level donors
- Plan and implement all solicitation and stewardship methods, including direct mail, renewals and newsletter
- Contribute to the preparation and execution of any capital campaigns undertaken by the Endowment and solicit major gifts in conjunction with Executive Director
- Manage Development Associate
- Research, write and edit grant proposals
- Ensure fundraising best practices are followed by all team members

Marketing and Communications/Public Relations

- Work closely with the Marketing and Digital Fundraising Specialist on all digital content, including social media and website
- Regularly audit all external communications in collaboration with the Marketing and Digital Fundraising Specialist
- Plan annual Donor Appreciation Event and other events throughout the year, including parties, screenings and premieres
- Represent the Endowment at speaking engagements
- Assist the Executive Director with public relations and public affairs efforts, including communication with donors, Trustees/Directors and other constituents

SCETV and South Carolina Public Radio Liaison

- Collaborate with the Marketing and Digital Fundraising Specialist on editorial copy for monthly SCENE magazine and bi-monthly Endowment *Insider*
- Serve as an advocate for SCETV and SC Public Radio by representing it to constituencies and by building awareness and support for its services

National and Local Programming

- Manage the work of the Joint Programming Committee to fund projects submitted by SCETV and SC Public Radio
- Work closely with producers to find grants for accepted projects
- Prepare projects for Board approval
- Execute special events related to projects with assistance of staff

Leadership

- Provide support to Executive Director
- Provide support for strategic planning process
- Provide leadership, support and commitment to mission and demonstrate professionalism with all staff and constituents

Qualifications:

- Bachelor's degree with at least three years of experience in development.
- Successful track record of grant solicitations and fundraising.
- Excellent computer skills, including proficiency with Raiser's Edge, Word and Excel.
- Excellent written and oral communications skills.
- Ability to work as a team member.
- Ability to interact positively and confidently with board members, staff, donors and the community at large.

Applicants are asked to submit a cover letter, resume and list of references to Claire Ginther, Executive Assistant, ETV Endowment of South Carolina, Inc., 401 E. Kennedy St., Ste. B-1, Spartanburg, SC 29302 or via email to cginther@etvendowment.org. EEOE. Salary is commensurate with experience, and the ETV Endowment offers a comprehensive benefits package. Candidates must consent to a drug screen, credit check and criminal background check.