

Presbyterian Communities of South Carolina
Job Posting for Director of Foundation Services and Church Relations
May 18, 2022

Presbyterian Communities of South Carolina (PCSC) is a not-for-profit organization that has served older adults in South Carolina since 1958. Affiliated with the Presbyterian Church (USA), PCSC is a compassionate Christian ministry offering continuing care retirement living at six locations across the state in Clinton, Easley, Florence, Lexington, West Columbia and Summerville.

PCSC is seeking a Director of Foundation Services and Church Relations to oversee all fundraising/development activities and relationships with Presbyterian churches in the state in a manner that is consistent with the mission and values of the ministry and builds charitable resources for the organization.

Responsibilities include, but are not limited to, overseeing all fundraising campaigns, cultivating relationships with existing and prospective donors, overseeing the administrative functions associated with receipt and acknowledgment of gifts, ensuring restricted gifts are used as intended, sharing the mission with churches and their members and encouraging them to participate, serving as editor of PCSC's newsmagazine, and developing promotional materials as needed. The position reports to PCSC's President and CEO.

Candidates for the position should possess excellent listening and communication skills (written, oral, and presentation). The position is based in Columbia and some in-state travel is required.

Minimum Education, Experience and Skills:

Education: Bachelor's degree

Experience: Fundraising and/or funds development

Skills: Must be proficient in MS Outlook, Windows, Excel, Word and PowerPoint. Must possess a valid driver's license.

Preferred Experience and Skills:

Experience:

- 5 years fundraising and/or funds development
- Cultivating and maintaining positive working relationships with Presbyterian Church (USA) congregations is highly preferred.

Skills: Intermediate proficiency with Raiser's Edge is preferred.

PCSC is an equal opportunity employer.

Please email your cover letter and resume, along with three references, by June 30, 2022 to:
mso-career@prescomm.org.