



**Position:** **Resource Development Officer**

**Status:** Full-time, eligible for benefits

**Salary Range:** \$50,000-\$55,000

**Location:** Greenville

**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, and homeownership. Collectively, our programs, expertise and partnerships help build stronger and more just communities.

For over 14 years, CW has created opportunities for people, communities and entrepreneurs in the Upstate community and throughout South Carolina, with a focus on people and communities of color. Our programs focus on equitable access to financial coaching, connections with one-on-one business coaching, access to loans to build small business, develop affordable housing, and building credit and assets. Since its inception, CW served over 7,352 and has generated over \$382 million in local economic impact.

Diversity, justice, and inclusion are key values within CommunityWorks. We are committed to building and sustaining an inclusive, equitable working environment for our staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design, and deliver solutions.

**Purpose:**

The Resource Development Officer will work with Senior Leadership, specifically the CEO and CFO to meet the financial goals of the organization. The Resource Development Officer will oversee and implement CW's capitalization strategy to advance the overall mission of the organization. This position will grow and diversify sources of funding to ensure adequate programmatic and operational funding in support of the growing demand for CW financing and services. The Resource Development Officer will be responsible for capitalizing CW's revolving loan fund through investments, grants, co-lending opportunities, and other mechanisms as appropriate. Further, the Resource Development Officer will ensure adequate operating support for CW through grants, sponsorships and other sources. The Resource Development Officer will cultivate a diverse pipeline of potential funders, investors and /or grant opportunities to support the financial goals of the organization. They will maintain ongoing relationships with these funders. They will also be responsible for grant/investor compliance and reporting working closely with the Finance and Program Team to gather the necessary data and metrics to support funding outcomes and reporting requirements.

The Resource Development Officer should have excellent communication skills and write coherent, organized, and compelling proposals. They will apply their knowledge of fundraising



methods and plans to reach income and annual budget goals. They will work with the Communications Manager to develop and share the necessary collateral, reports, and compelling stories to support grant and funding proposals. They will collaborate with other CW team members to assist with their fundraising projects and develop relationships with key stakeholders.

To ensure they are successful, they must write well, have proficient knowledge of fundraising methods, and be committed to CommunityWorks' mission.

The ideal candidate will have the experience and initiative to project manage all aspects of the proposal/report writing process, play an instrumental role in helping grow the organization's funding portfolio, and write high-quality, well-positioned funding proposals. This position will strengthen and increase the capacity within the organization to seek sponsored funding opportunities.

The Resource Development Officer will be responsible for cultivating individuals, foundations, state and federal government sources, financial institutions, quasi-governmental agencies, and others sources as identified. This position also supports CW's advocacy efforts to increase the attraction and deployment of capital for community development projects in South Carolina.

### **Key Responsibilities:**

- Develop and implement a comprehensive capitalization strategy to assure ample operating and programmatic funding availability. The strategy should address individual, corporate, financial institution, foundation, and government monetary support via investments, grants, sponsorship, co-lending, and earned income opportunities. Create and execute the annual capitalization/investment calendar and development strategies to meet organizational goals.
- Implement investor cultivation strategies, including establishing a working relationship with the staff at financial institutions, corporate giving programs, government and quasi-governmental agencies, and foundations. Build and manage new and existing investor and donor relationships, including prospective investor education, grant and investment documentation, reporting, renewals, and repayments.
- Manage the life cycle of grants and investments, from initial inquiries and proposal writing through final reporting, ensuring the delivery of high-quality, timely products to funders. Ensure all deadlines are met with adequate time for interdepartmental collaboration and thorough review.
- Work with departments to compile accurate financial and performance data promptly.
- Serve as staff liaison with CDFI fund application consultants.
- Write high-quality grant proposal narratives, applications, and supporting documents.
- Actively engage in ongoing prospect research to identify viable funding opportunities.
- Provide comprehensive reports on potential grant funding opportunities.
- Maintain paper and electronic files containing information regarding funding progress.



- Support CW advocacy efforts to increase the capital available for community development lending. This may include legislative visits, committee meetings, and providing content and other information for written communications (op-eds, letters to the editor, fact sheets, etc.)
- Work with Communications staff to coordinate and support meetings and events that showcase CW's programs, partners, impact, and accomplishments, including site visits, speaking engagements, and outreach events. Make presentations at conferences and other external meetings.
- Serve on community boards and professional organizations, enhancing CW's profile.
- Display adherence to CommunityWorks' mission.
- Maintain proficient knowledge of the organization's history and programs.
- Manage and update donor software systems.

#### **Professional Qualifications:**

- Bachelor's degree preferred, but not required
- Five years of progressively more responsible positions in grants management, grant writing, relationship management, and business development required.
- Extensive knowledge and understanding of the community development industry (in particular, CDFIs) and current market conditions and product structures, and innovations required.
- Demonstration of effective experience in securing funding through investments, sponsorships, grants, and other funding mechanisms (equity equivalent investments, program-related investments, etc.).
- Experience with proposal writing and reporting to foundations, governmental agencies, and banks required.
- Excellent written and oral communication skills.
- Extensive knowledge and understanding of current market conditions in terms of pricing, terms, conditions, and covenants, as well as legal structure and documentation.

#### **Personal Qualifications:**

- Personal maturity, professional discretion, emotional intelligence, strong work ethic, task-oriented, highly responsive to the organization's day-to-day needs, and ability to work effectively with a range of personnel, including the CEO, the leadership team, and other professional staff.
- Ability to organize multi-faceted & diverse assignments and manage multiple priorities and projects simultaneously.
- Cheerful presence, patience, social and communication skills, enthusiasm, and consistently positive attitude.
- High energy, flexibility, and drive to work in an entrepreneurial organization. High tolerance for ambiguity, changing demands, and multiple priorities.



- Strong analytical, accuracy, and problem-solving capabilities.
- Passion for affordable housing, community development, and social justice.
- A commitment and ongoing interest in working in the non-profit field.

If interested, please send a resume and cover letter to [careers@cwcarolina.org](mailto:careers@cwcarolina.org).