



Eastern Carolina
Community Foundation

P.O. Box 1615 Florence, SC 29503
843.667.1131 easterncarolinacf.org

JOB DESCRIPTION

POSITION TITLE: Director of Communications and Donor Relations
STATUS: Part-Time, Hourly (regular schedule of 15-20 hours/week)
Non-Exempt Employee
REPORTS TO: Executive Director (ED)
RATE OF PAY: \$25/hour

POSITION SUMMARY

The Director of Communications and Donor Relations is responsible for assisting the Executive Director with operations including but not solely limited to donor services, grants/scholarship management, external communications, and office management. The Director is expected to uphold the high professional standards of ECCF and will work collaboratively to advance ECCF's mission, vision, and values. This position is offered with flexible working hours and location. It also includes opportunity for professional development and training.

DUTIES AND RESPONSIBILITIES

Communications:

- Maintain a friendly and open office presence and be prepared to positively represent the Foundation via phone, e-mail, virtual meetings, or in person during identified in office working hours
- Manage social media calendar and posts
- Assist with development of Annual Report publication
- Assist with development of newsletters/publications to connect with donors
- Manage and update website as needed

Donor Services:

- Process gifts through ECCF database
- Assist with gift acceptance and acknowledgement
- Serve as a resource and support staff to donors and fundholders
- Serve as staff liaison to Women in Philanthropy (Giving Circle Fund of ECCF)

Grants Management:

- Process grants through ECCF database
- Oversee grants processes by posting applications to website as needed and working with the ED to guide the Grants Committee through the review process
- Manage the annual scholarship process by keeping applications up to date and available, preparing awards packets, and processing scholarship declaration forms and payments



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Meetings/Events:

- Assist with preparation for 5 Board meetings per year, Women in Philanthropy events, press conferences, scholarship reception, and networking events as needed.

REQUIRED KNOWLEDGE, SKILLS AND CAPABILITIES:

Professionalism:

- Commitment to the mission and work of ECCF
- Discreet and impeccable moral and ethical conduct
- Demonstrate initiative and assertiveness

Communications Skills:

- Excellent oral, written and interpersonal communication skills
- Collaborative and innovative
- Proficient user of social platforms

Additional Requirements:

- High School diploma or equivalent
- Proficiency in Microsoft Office computer software products and the ability and willingness to learn specialized software including Foundant Technologies
- High level of attention to detail
- Ability to prioritize, develop and implement independent work plan, creatively problem solve and exercise good judgment
- Flexibility and ability to adjust activities and priorities and take on new responsibilities
- Provide own transportation to the physical office space for ECCF at 154 W. Evans Street in Florence, SC 29501 as needed

Preferred:

- Philanthropic, community development, and nonprofit experience/engagement
- Office administrative experience

ECCF OVERVIEW

Eastern Carolina Community Foundation (ECCF) is a public charitable foundation focused on facilitating philanthropy in the Pee Dee region of South Carolina. Founded in 2006 by a group of community leaders and founding donors, the foundation officially became an independent 501(c)(3) in 2007.