



# HOUSE OF MERCY, INC.

*A ministry of the Sisters of Mercy, providing hope, healing, and a home for persons living with HIV*

---

**Position:** Development & Communications Manager

**Reports to:** President and CEO

**Position Type:** Full-time, Exempt

## **About House of Mercy:**

Founded in 1991, House of Mercy provides compassionate care and supportive services to those living with HIV. We provide 24/7 care to individuals in our family care home located in Belmont, NC, and additional supportive services to the broader community through our Bridge Program. At House of Mercy, we embrace the values of sacredness of life, justice, human dignity, service, and integrity for all those we serve. Our team is growing, so if you would like to be a part of fostering empowerment in someone's life, House of Mercy is the place for you.

For more information about The House of Mercy please visit <https://www.thehouseofmercy.org/>

**Position Summary:** The individual must support the goals, philosophy, and values of House of Mercy and the Sisters of Mercy. The Development and Communications Manager must possess a passion for mission-driven storytelling and have a gift for achieving results. The Development and Communications Manager will contribute to House of Mercy's mission and community impact priorities by diversifying and managing development activities to sustain the organization's operations and long-term stability. The Development and Communications Manager will design and implement an annual development plan, marketing and communications plans and strategies including online giving, digital communications, key messaging, storytelling and brand experience. The successful candidate will possess an entrepreneurial spirit and help forge new relationships to build House of Mercy's visibility, impact, and financial resources.

Above all the **Development and Communications Manager** must:

1. Be committed to the philosophies and values of the Sisters of Mercy and the House of Mercy, Inc.
2. Be comfortable with persons living with HIV/AIDS and involvement with this community as well as being reasonably knowledgeable about the disease.
3. Maintain professional standards of confidentiality.
4. Be willing to work as a team member concerning communication, scheduling and overall work ethic.

## **Major Duties and Responsibilities:**

The **Development & Communications Manager** will be responsible for:

- Provides input regarding the development strategy and annual plan in collaboration with the President & CEO, staff and board members.
- Develops work plan to include the development of a grants calendar, tracking system, and setting of policy and procedures for Donor Perfect.
- Manages all development activities, including all annual giving, special/major gift appeals, donor recognition, sponsorship, constituency building and cultivation as well as any special fundraising events.
- Leads engagement to increase individual, corporate, foundation, civic and faith-based support (both cash and in-kind) by identifying and cultivating relationships with current and prospective donors.
- Research, plans and coordinates all grant-seeking activities in collaboration with the grant writer.

- Contributes to the organizational storytelling and curates connections through the development of marketing materials, publications, programs and activities that will increase the visibility of the organization and the issues affecting our constituents.
- Execute the development and implementation of social marketing, website content, communication/resource development materials and brand management.
- Offers creative and active leadership for the organization at large by contributing to a positive organizational culture through intentional and identifiable actions.
- Performing other duties and responsibilities as needed.

**Job Qualifications (minimum):**

- Bachelor's Degree in a field related to communications; nonprofit management; public relations or 3 years of progressive professional experience in development. Must have a proven track record of fundraising accomplishments and understanding of fundraising principles.
- Experience with database management, relationship building, donor identification, cultivation, annual fund coordination, direct mail, event planning and strategic planning.
- Experience and knowledge of project management and coordination.
- Ability to maintain knowledge and professional development in market research, business trends and fundraising trends that may impact needs and resources.
- Comprehensive knowledge of Donor Perfect, Microsoft Office, Google Workspace and other software.
- Excellent written and oral communication skills.
- Ability to supervise volunteers and staff, both independently and in a team environment.
- Have knowledge of or willingness to learn Creative Suite design software (InDesign, Photoshop, Adobe Illustrator).
- Valid driver's license and insurance.

**Physical Demands and Working Conditions:**

Requires frequent standing, sitting, walking, and driving of an automobile. Requires occasional long or irregular hours worked, especially during the production of special events. Typically involves inside work with occasional exposure to intermittent noise and other general office conditions. During some events, there will be outside work although of a limited nature. Must be able to lift, carry, push, pull or move objects (up to 20 lbs.) when needed. Reasonable accommodations may be made to support individuals with disabilities.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned this job classification. They are not be interpreted as an all-inclusive list of duties, skills, and responsibilities for this position.

*The House of Mercy Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability or genetics.*

To apply please visit [www.thehouseofmercy.org](http://www.thehouseofmercy.org)