

**REGIONAL DEVELOPMENT & COMMUNICATIONS  
MANAGER**

**Hispanic Alliance | Alianza Hispana**

[www.HispanicAllianceSC.com](http://www.HispanicAllianceSC.com)



## **ABOUT US**

Founded in 2010, the Hispanic Alliance (HA) is a statewide convener that brings together individuals, organizations, and institutions to advance opportunity and reduce equity gaps across South Carolina. Guided by a mission to foster collaboration and connectivity among people, resources, and cultures, HA works to ensure that all South Carolinians have equitable access to pathways for long-term prosperity. Over fifteen years, HA has built a trusted network of thousands of community members and hundreds of partner agencies — serving as a bridge between Hispanic residents and the systems that shape opportunity, including education, workforce development, healthcare, and civic institutions.

HA's work is grounded in culturally responsive engagement and deep community relationships, consistently reaching low-income, first-generation, and historically underserved populations. Our flagship initiative, the Student DREAMers Alliance (SDA), reflects the depth of that commitment. As a youth leadership accelerator and college access program, SDA has produced a growing network of 300+ alumni connected to opportunity pathways across South Carolina — young people who didn't just receive support, but are now shaping what comes next for their communities.

We are a small, mission-driven team. We move fast, we trust each other, and we take the work seriously without taking ourselves too seriously.

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## **POSITION DESCRIPTION**

The Development & Communications Manager is a full-time, exempt, mid-level position reporting to the Director of PR & Development. This role is responsible for the day-to-day execution of donor stewardship, relationship management, communications, CRM operations, and regional partnership support, with a specific focus on helping expand HA's fund development and community presence in the Charleston and Lowcountry region.

This is a highly relational and highly operational role. The ideal candidate is someone who can manage details without losing sight of the bigger picture, represent HA with warmth and credibility, and help turn strategy into consistent action. On any given day, this person may update donor records, draft a stewardship email, coordinate event follow-up, pull a report,

represent HA at a community meeting, and gather the information needed to support a grant or sponsorship opportunity.

The right candidate is organized, adaptable, polished, and proactive. They are just as comfortable building a new contact list and cleaning up CRM records as they are attending a meeting with a funder, community leader, or corporate partner. They understand that development and communications are deeply connected, and that strong relationships, clear messaging, and disciplined follow-through are what move the work forward.

This position is based in Charleston, South Carolina.

## **KEY RELATIONSHIPS**

### **External**

- Build and maintain positive relationships with individual donors, corporate partners, community leaders, volunteers, and stakeholders in the Lowcountry market and statewide.
- Represent HA at community functions, networking events, cultivation meetings, and public-facing opportunities as assigned.
- Help strengthen HA's visibility, credibility, and relational footprint in the Charleston region.

### **Internal**

- Reports to the Director of PR & Development.
- Works as a peer alongside the Public Relations & Development Team and in close coordination with the broader HA team.
- Collaborates with the contract grant writer on grant research, proposal development support, and reporting needs.
- Works closely with program staff to align communications, stewardship, and external messaging with real program outcomes and community impact.
- Supports board and leadership development efforts through preparation, follow-up, and donor communications as assigned.

## **FUNCTIONS AND RESPONSIBILITIES**

### **Donor Stewardship & Pipeline Management**

- Manage an assigned portfolio of individual donors, corporate contacts, and prospects, tracking cultivation stages and ensuring timely, meaningful touchpoints.
- Draft acknowledgment letters, stewardship emails, renewal messaging, and donor-facing communications in HA's brand voice.
- Support cultivation and stewardship activities including coffee meetings, appreciation efforts, milestone recognition, and event-based relationship building.

- Prepare donor profiles, meeting briefs, follow-up notes, and pipeline updates for the Director and leadership as needed.
- Serve as a primary relationship manager for assigned Lowcountry donor and prospect relationships, helping build HA's presence in the market over time.

## **Regional Development & Community Engagement**

- Help identify, research, and cultivate new relationships in the Charleston and Lowcountry region, including donors, sponsors, community partners, and connectors.
- Support the Director in testing, refining, and growing HA's regional development portfolio of foundations, corporations and individuals in the Lowcountry.
- Represent HA externally in ways that build trust, strengthen visibility, and open new doors for partnership and investment.
- Gather local intelligence about funders, community dynamics, opportunities, and relationship pathways that can inform regional strategy.

## **CRM Management & Data Integrity**

- Own the accuracy, completeness, and usability of donor and prospect records in the CRM.
- Maintain data entry, deduplication, segmentation, and record hygiene across the donor database.
- Pull regular reports on pipeline activity, donor retention, giving history, and engagement trends.
- Develop and maintain practical processes that keep development data current, actionable, and easy to use.
- Ensure that contact reports, meeting notes, and stewardship actions are documented in a timely and consistent way.

## **Communications & Content Execution**

- Drive and help maintain HA's content calendar across email, social media, donor communications, and event promotions.
- Draft and execute content aligned with HA's established brand voice: strengths-based, culturally competent, community-centered, and clear.
- Collaborate with the Director on campaign themes, storytelling priorities, and key messaging for external audiences.
- Assist in the creation of donor-facing collateral, sponsorship materials, event communications, newsletters, and digital content.
- Track and report on communications performance, including email engagement and social media metrics.

## **Event, Campaign & Sponsorship Support**

- Support major HA campaigns and events such as La Fiesta, Hispanic Heritage Month, the HA Network Summit, and donor cultivation gatherings with logistics, communications, sponsorship support, and follow-up.
- Track sponsorship deliverables and help coordinate fulfillment, recognition, and stewardship touchpoints.
- Assist in preparing partnership proposals, sponsorship packets, and related materials.
- Help ensure strong pre-event, event-day, and post-event communication and relationship follow-through.

## **Grant Writing & Reporting Support**

- Provide research, data gathering, narrative support, and coordination on grant proposals in collaboration with HA's contract grantwriter and internal staff.
- Assist in compiling outcomes, community stories, budgets, attachments, and supporting documentation.
- Help track grant deadlines, reporting timelines, and compliance-related materials.
- Support the translation of programmatic work into compelling external language for funders and partners.

## **Cross-Functional Coordination & Project Management**

- Help keep moving pieces organized across development, communications, events, and outreach.
- Coordinate with internal staff and external partners to ensure deadlines, deliverables, and follow-up do not fall through the cracks.
- Manage multiple active priorities while maintaining quality, responsiveness, and professionalism.
- Bring order, consistency, and momentum to a growing set of regional relationship-building efforts.

## **ESSENTIAL QUALIFICATIONS & SKILLS**

The internal culture of the Hispanic Alliance is fast-paced, nimble, and highly collaborative. Our team brings a wealth of lived experiences and a shared passion for community impact. The ideal candidate is a fast learner who can gracefully manage competing priorities, build strong relationships, and operate with sound judgment in a dynamic environment.

- Bachelor's degree preferred; equivalent experience considered.
- 3 to 5 years of experience in nonprofit development, communications, community engagement, or a related field.
- Demonstrated ability to manage relationships professionally across a wide range of audiences, from community members to donors to executive-level partners.

- Strong writing and verbal communication skills, with excellent copy editing and message adaptation ability.
- Experience with CRM platforms such as eTapestry, Givebutter, Blackbaud, Salesforce, or similar systems.
- Familiarity with Constant Contact or comparable email marketing platforms.
- Ability to manage projects, deadlines, details, and follow-up with consistency.
- Strong organizational skills and comfort creating systems where structure is still evolving.
- Ability to work collaboratively with diverse groups and demonstrated commitment to equity, inclusion, and social change.
- Comfort with ambiguity, change, and a growth-stage environment.
- Bilingual English/Spanish strongly preferred.

## **ADDITIONAL SKILLS THAT WILL HELP THIS ROLE THRIVE**

- Experience with Canva or Adobe Creative Suite for communications collateral.
- Familiarity with social media platforms such as Instagram, Facebook, and LinkedIn, along with scheduling and reporting tools.
- Ability to translate impact data, program outcomes, and community stories into donor-friendly and public-facing content.
- Confidence representing an organization externally with warmth, professionalism, and cultural competence.
- Strong judgment, initiative, and follow-through.
- A sense of humor, flexibility, resilience, and genuine passion for serving the Hispanic community in South Carolina.

## **HOURS**

This is a full-time, exempt position and requires flexibility, including occasional evening and weekend responsibilities and some travel.

## **LOCATION**

This is a remote position based in the Charleston, South Carolina area, with occasional travel to Greenville and local sites as needed.

## **COMPENSATION/BENEFITS**

**\$50,000 - \$60,000** annually depending on experience + bonus based on achievement of goals. Health benefits available to full-time employees.

## **TO APPLY**

E-mail a resume and cover letter to [Jobs@HispanicAllianceSC.com](mailto:Jobs@HispanicAllianceSC.com)