



PRESBYTERIAN COMMUNITIES OF SOUTH CAROLINA

Job Posting: Director of Foundation Services and Church Relations

Posted: August 25, 2025

Presbyterian Communities of South Carolina (PCSC) is a compassionate Christian ministry dedicated to enriching the lives of seniors of all faiths. Since 1958, we have served older adults across South Carolina through six vibrant communities located in Clinton, Easley, Florence, Lexington, West Columbia, and Summerville. Affiliated with the Presbyterian Church (USA), our work is rooted in service, excellence, relationships, teamwork, and stewardship.

We are seeking a mission-driven leader to serve as Director of Foundation Services and Church Relations. This role is vital to advancing PCSC's ministry by building charitable resources as well as nurturing meaningful relationships with Presbyterian churches and their members throughout the state.

Key Responsibilities

- Lead and manage all fundraising and development initiatives, including campaigns, annual drives, and planned giving.
- Cultivate and steward relationships with donors, churches, and community partners who share our vision.
- Oversee gift administration, ensuring timely acknowledgment and faithful use of restricted gifts.
- Serve as a passionate ambassador for PCSC's mission in church communities, encouraging engagement through giving and volunteering.
- Edit and produce PCSC's newsmagazine and develop promotional materials that reflect our values and impact.
- Collaborate closely with the President & CEO and other senior leaders to align development efforts with strategic goals.

Qualifications

Minimum Requirements

- Bachelor's degree
- Experience in fundraising and/or development
- Strong communication and listening skills (written, oral, and presentation)
- Proficiency in MS Outlook, Windows, Excel, Word, and PowerPoint
- Valid driver's license and willingness to travel in-state

Preferred Qualifications

- At least 5 years of experience in fundraising or development
- Experience cultivating relationships with Presbyterian Church (USA) congregations
- Intermediate proficiency with Raiser's Edge or similar donor management software

Why Join PCSC?

At PCSC, you'll be part of a team that serves with heart and purpose. We believe in honoring the dignity of every individual, fostering community, and stewarding resources wisely — all in service to a mission that matters.

To Apply

Please email your cover letter, resume, and three references by October 10, 2025 to:

mso-career@prescomm.org

PCSC is an equal opportunity employer.