



**Job Description: Development Director**

**Posting End Date:** April 15th, 2026

**Organization:** Charleston Moves

**Location:** Charleston, SC

**Reports to:** Executive Director

**Type:** Full-time

**Salary:** \$70,000-\$90,000, depending on experience

**Benefits:** Medical insurance (health, dental, vision), paid family leave, annual sick leave, 11 recognized holidays

**Why Join us?** At Charleston Moves, we believe in the power of people-first mobility to transform our community. We're not just advocating for safer streets, we're building a movement for a more connected, equitable, and vibrant Charleston. As our Development Director, you'll play a key role in shaping the future of transportation in the region by fueling the resources that drive our mission forward.

You'll join a passionate, collaborative team that values creativity, strategic thinking, and community impact. This is a unique opportunity to align your professional skills with meaningful change, and help ensure that everyone in the Charleston area has access to safe, sustainable ways to get where they need to go.

**About Charleston Moves** Charleston Moves is a non-profit organization dedicated to creating a connected, safe, accessible, and equitable Charleston County. Our vision is to ensure the streets belong to everyone, providing safe choices for all individuals to move from one place to another, whether they are pedestrians, cyclists, school kids, or using a wheelchair or a cane. We work to improve conditions for walking, bicycling, and accessing transit, advocating for safe infrastructure and equitable policy.

**Position Summary** Charleston Moves is seeking a dynamic and highly motivated inaugural Development Director to lead our fundraising efforts. This is a critical role for the organization, re-

sponsible for building and executing a comprehensive development plan to secure the financial resources needed to fulfill our mission. The ideal candidate will be a strategic thinker, an excellent communicator, and possess a proven track record in fundraising and donor cultivation within the non-profit sector.

### **Key Responsibilities**

- **Fundraising Strategy & Execution:** Develop and implement a multi-year development strategy to meet and exceed fundraising goals. This includes identifying new funding streams, managing grant applications, and planning and supporting fundraising events.
- **Donor Cultivation & Stewardship:** Identify, research, and cultivate relationships with individual donors, foundations, and corporate partners. Create and manage a donor stewardship program to ensure ongoing engagement and long-term support.
- **Major Gifts:** Develop and manage a major gifts program, working directly with the Executive Director and Board of Directors to identify and solicit high-net-worth individuals.
- **Grant Writing & Management:** Research, write, and submit grant proposals to foundations and other funding bodies. Ensure timely reporting and compliance with grant requirements.
- **Events Management:** Plan and oversee fundraising events, from small donor gatherings to larger-scale community events, to raise funds and increase organizational visibility.
- **Legacy Giving:** Design, create and implement a planned giving program, with a focus on building the organization's endowment.
- **Database Management:** Maintain and manage the donor database (currently Bonterra/Network for Good), ensuring accurate records of all contributions and donor interactions.
- **Communication:** Collaborate with the staff, Board of Directors Events & Communications Committee to create compelling fundraising materials, including annual reports, case statements, and digital content.
- **Leadership:** Serve as a key member of the leadership team, providing strategic input on the organization's growth and sustainability.

### **Qualifications & Requirements:**

- Minimum requirement: Bachelor's degree required, advanced degree preferred
- Minimum of 3-5 years of progressive experience in non-profit fundraising and development.
- Demonstrated success in securing major gifts, grants, and corporate sponsorships.
- Excellent written and verbal communication skills, with the ability to passionately articulate the mission of Charleston Moves.
- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines.
- Experience with donor management software (preferably Bonterra/Network for Good).

- A strong commitment to the mission of improving pedestrian, cycling, and transit access and safety throughout Charleston County, SC.
- The position requires a minimum 40 hours of work weekly. There may be presentations or events during evenings and weekends. The position may require some travel within Charleston County.
- Must be a resident of Charleston, SC region by the start date of employment; hybrid work options available.

Non-Discriminatory Statement: It is illegal for nonprofit organizations to discriminate against a job applicant because of his or her race, color, religion, sex — including transgender status, sexual orientation and pregnancy, national origin, age, disability, or genetic information.

**To apply, please email your resume/CV and cover letter to [info@charlestonmoves.org](mailto:info@charlestonmoves.org) with the subject line "Development Director."**