



SOUTH CAROLINA  
**Community  
Loan Fund**  
Investing in Community

South Carolina Community Loan Fund  
1051-A Gardner Road  
Charleston, SC 29407  
843-973-7285  
[www.sccommunityloanfund.org](http://www.sccommunityloanfund.org)

**POSITION:** Communications Coordinator

**STATUS:** Full – time, regular / exempt

**SALARY:** \$53,500

**LOCATION:** South Carolina (Columbia preferred)

### ABOUT SOUTH CAROLINA COMMUNITY LOAN FUND

South Carolina Community Loan Fund (SCCLF) is a statewide, nonprofit Community Development Financial Institution (CDFI) with offices in Charleston, Columbia, and Spartanburg. SCCLF's mission is to advance equitable access to capital by providing loans, technical assistance, and advocacy for affordable housing, healthy food, community facilities, and community business enterprises. Acknowledging that the need for our work is rooted in generations of injustice and disinvestment, we focus on serving people of color, women, low-income individuals, and those in rural communities.

**JOB DESCRIPTION:** SCCLF's **Communications Coordinator** actively works with the Communications Director to implement an annual communications and marketing plan. The Communications Coordinator supports SCCLF's day to day communications, marketing and PR activities to increase the visibility of the organization's brand, mission, and work throughout South Carolina. This person is responsible for telling SCCLF's story and providing deeper and consistent messaging across all SCCLF communications channels. The successful candidate will be a self-starter who has the ability to work independently as well as part of a team and is driven to succeed.

### KEY RESPONSIBILITIES

- **Lending Support:** Promote the efforts of the lending team by writing borrower stories and loan closing e-blasts. Interview borrowers and participate in site visits with the Portfolio Manager as need to capture borrower updates, quotes, and photos.
- **Technical Assistance Support:** Support ongoing technical assistance workshops and programs by developing marketing collateral and event materials, being present at events to ensure brand visibility, taking photos and video, and writing stories. Actively work with the Communications Director to support the success of the annual summit with focus on event marketing, communications, and design.
- **Advocacy and Policy Change Support:** Support advocacy efforts by developing advocacy materials, writing and distributing policy alerts, and engaging key policy makers in our mission.
- **Assessment and Knowledge Sharing Support** Develop content for and support the creation of reports including the Annual Report, Quarterly Investor Reports, Impact Reports, and the Annual Demand Survey Report.
- **Marketing and Communications:** Develop, design, and distribute print and electronic collateral targeted to supporters and borrowers including newsletters, program brochures, flyers, branded collateral, and project-specific materials. Work with the Communication Director to manage SCCLF's website, updating and ensuring accuracy and relevancy of copy, photography, and documents, and preparing blog posts. Prepare and send newsletters and e-blasts using Constant Contact. Manage SCCLF's social media presence including making regular updates on Facebook, Twitter, LinkedIn, creating Facebook events.
- **PR and Advertising:** Maintain the organization's press list and ensure the press resource page stays up to date. Write and submit press releases as needed



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## KEY SKILLS

- Demonstrates knowledge, experience, and effectiveness in marketing and communications
- Excellent written and oral communication skills
- Detail oriented and deadline driven, with excellent organizational skills and an ability to think proactively and prioritize work
- Experience writing and adapting copy for different mediums
- The ability to quickly learn new programs and work independently on multiple projects
- Graphic design experience strongly preferred
- Experience working with a range of technology including social media, Wordpress, Adobe Creative Suite, video software, and Salesforce preferred

## MINIMUM QUALIFICATIONS

- Minimum of 1-3 years' experience working in communications and marketing, or other role providing experience directly related to the duties and responsibilities specified
- Bachelor's Degree required, preferably in communications, marketing, journalism, public relations or related field

## BENEFITS INCLUDE

- SCCLF contributes 3% of employee's annual salary toward retirement plan after six months
- Health, life, and long term disability insurance after ninety days
- 20+ days of Paid Time Off (PTO) per year + 12 paid holidays per year + flex schedule
- Mileage reimbursement for out of town travel at the federal rate of reimbursement
- Cellular phone stipend

**TO APPLY, PLEASE SUBMIT THE FOLLOWING TO Victoria Baker, Communications Director, at**  
[victoria@sccommunityloanfund.org](mailto:victoria@sccommunityloanfund.org)

- Cover Letter
- Resume
- Writing Sample (optional)