CLIMB Fund Overview:
The CLIMB Fund is a vibrant and growing not-for-profit Community Development Finance Institution (CDFI) headquartered in Charleston, SC. Over its 42-year history, the organization has developed a strong reputation and balance sheet as one of the state’s leading lenders for economic opportunity and social justice. The CLIMB Fund is rapidly expanding its lending and seeks a Communications Coordinator to support its growing footprint and impact in communities across South Carolina.

Position Summary:
The Communications Coordinator is a member of the CLIMB Fund’s development team and is responsible for the initiation and origination of marketing materials, community outreach, and other internal & external communications regarding the CLIMB Fund’s activities.

Responsibilities:
- Create drafts of marketing materials and content, including but not limited to social media, website, press releases, and other forms of paid communications and earned media.
- Identify and execute on outreach opportunities to grow CLIMB Fund awareness and applications throughout the State of South Carolina.
- Manage communications within the organization, including important messages, materials, and meeting planning for both staff and board of directors.
- Provide technical assistance (business coaching) to CLIMB Fund clients with their needs related to social media, website, and other communication needs.
- Other duties as assigned in support of CLIMB Fund lending, operations, and marketing.

Requirements:
- Bachelor’s degree from an accredited four-year college or university.
- At least 1 year experience working in a formal office setting with marketing / communications responsibilities.
- Strong time management, organizational skills, and attention to detail.
- Excellent customer service abilities along with strong written and verbal communication skills.
- Impeccable personal integrity and ability to maintain confidentiality of borrower data.
- Strong proficiency in Microsoft Office Suite, CRM, and creative design software tools.

Preferred Qualifications
- Degree concentrating in finance, business management, communications, or related field.
- Experience/knowledge of local businesses, communities, and geography.
- Excited about new opportunities, working with diverse communities, & continued learning.
- Fluency in multiple languages.

Benefits Include
- Salary to commensurate with experience, expected range: $30,000-$40,000
- Generous retirement plan match along with health, dental and vision insurance
- 20+ days of Paid Time Off (PTO) per year, including holidays, and a flexible schedule

To apply, submit a resume and cover letter to sam@climbfund.org.

The CLIMB Fund is an an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+, and other underrepresented applicants.