

Samaritan House
Job Description

Position: Development Director	Approved by Executive Director on:
Reports to: Executive Director	Revision Date: 9/1/2016
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Direct Client Services

Position Summary: This position is responsible to design and execute on a comprehensive development strategy for Samaritan House. The Director of Development will perform ongoing fundraising, conduct research, prospecting, and application to multiple donor sources. S/he also will manage the implementation of a written strategic plan to raise funds for Samaritan House and oversee ongoing development efforts. This position will grow and supervise the Development Department and participate as a member of Samaritan House Senior Management team.

Responsibilities:

1. Manage the Branding of Samaritan House
2. Manage Special Events and develop budgetary goals for each event
3. Conduct research and personally solicit corporate, faith-based and major donors
4. Develop annual development budget and routinely report both financial and activity-based information to ensure timely meeting of goals
5. Manage the donor database including data entry, report generation, and acknowledgement mailings
6. Promote and create good will for Samaritan House through the writing, designing and printing of marketing and communication materials
7. Assist with presentations/speaking in front of small groups, including UW presentations and the faith-based community
8. Maintain current media lists; write and send press releases as needed
9. Maintain the Agency's website and update Facebook on a regular basis
10. Obtain bids from printers, etc. for direct mail, newsletters, invitations, etc. to achieve best pricing and quality for marketing, communications and solicitation materials
11. Coordinate with development team, other writers, and production/distribution vendors to produce a high quality, timely newsletter 2-3 times per year, bi-monthly e-blasts, annual report, flyers, invitations and assist with grant writing as needed
12. Provide support to the Development Department and other departments as well as perform as staff liaison to Samaritan House Foundation, Samaritan House, Inc. boards and committees
13. Utilization of volunteer support is expected
14. Must not fundraise for other regional non-profits in South Hampton Roads area while employed in the Development Department
15. Assist with other duties as assigned.

Required Background:

- Bachelors degree preferred although will substitute appropriate work experience.
- Preferred experience with sales, marketing and/or communication activities.

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Required Skills:

- Excellent organizational and analytical ability
- Working knowledge of Microsoft Word, Excel, Access, and web based technology
- Experience using a Donor database
- Able to provide clear and pleasant telephone communication
- Excellent verbal and written communication skills
- Capable of managing multiple projects and responsibilities with ease
- Well organized and detail-oriented
- Able to work independently and as part of a team
- Able to work projects through to completion
- Professional, responsible, self-motivated and disciplined
- Ability to connect and build relationships with clients and prospects via telephone

Required Physical Capabilities:

- Able to lift 30 pounds.
- Ability to work a 40 hour a week schedule with no physical limitations in normal ranges of sitting, standing, walking, and talking.
- Must be able to operate a computer and telephone.
- Must be able to conduct and attend meetings at various locations.
- Must be able to make speeches to small groups.
- Must be able to have flexible working hours, particularly at peak times around special events and educational sessions.

Salary: Based on experience and qualifications. This is a full-time position with benefits. Please submit resume and job application to:

Theresa Lindsey, Director of Operations
Samaritan House, Inc.
2620 Southern Blvd.
Virginia Beach, VA 23450
Phone: 757 631-0710, ext 253
Fax: 757 631-0747
Email: theresal@samaritanhouseva.org

Please download and complete Job Application Form at: www.samaritanhouseva.org
Samaritan House, Inc is an Equal Opportunity Employer