

## Samaritan Ministries Job Description

### Development Director

Line of Authority: **Reports to Executive Director. Supervises marketing director, office manager, volunteer coordinator.**

Guiding Principle: **To uphold and strengthen the Christian purpose and mission of Samaritan Ministries by performing the duties of development director.**

<b>Primary Function of Position: Provide leadership for all development and marketing activities; develop and execute plans to meet annual development and marketing goals.</b>	
<b>10%</b>	<b>Major Duty: Establish annual goals in support of development and marketing plans.</b> <ul style="list-style-type: none"> <li>Develop and implement annual fundraising and marketing plans with broad base of community support – individuals, churches, government, foundations, corporations, civic clubs, special events and others.</li> </ul>
<b>25%</b>	<b>Major Duty: Establish priorities and execute annual plans for development subcommittees.</b> <ul style="list-style-type: none"> <li>Establish annual goals and activities for all board development subcommittees.</li> <li>Recruit, train and support key volunteer leadership to ensure board involvement in targeted fundraising areas (Major Gifts, Churches, Young Samaritans, Corporate).</li> <li>Collaborate with executive director, staff and board to generate new ideas to increase financial and in-kind donations and donor loyalty.</li> </ul>
<b>25%</b>	<b>Major Duty: Cultivate donor relationships to help donors accomplish philanthropic goals.</b> <ul style="list-style-type: none"> <li>Create opportunities for stewardship and engagement with new and existing donors.</li> <li>Supervise and coordinate activities to maintain accurate donor database.</li> <li>Communicate with existing and potential donors through personal contact, public speaking, acknowledgments, donor recognition and other communication.</li> </ul>
<b>20%</b>	<b>Major Duty: Plan and execute signature events (SAM &amp; Eggs – September, Penny Campaign – December and Tour de Llama Cycling Event – June) to meet budgeted goals.</b> <ul style="list-style-type: none"> <li>Develop detailed plans for all events, recruit leadership and execute day-of activities.</li> <li>Establish sponsorship levels and recruit corporate and individual sponsors.</li> </ul>
<b>10%</b>	<b>Major Duty: Plan and execute appeals and grant requests.</b> <ul style="list-style-type: none"> <li>Research, plan and write individual and corporate solicitations through face to face meetings and mailed appeals for all donor sources, including planned giving.</li> <li>Prepare grant requests and reports to public and private sources.</li> </ul>
<b>10%</b>	<b>Major Duty: Serve on Management Team and supervise the Development Team.</b> <ul style="list-style-type: none"> <li>Attend regular Management Team meetings.</li> <li>Participate in annual budget development and monthly monitoring/reporting.</li> <li>Recruit, hire, train, support, and supervise marketing director, volunteer coordinator and office manager.</li> </ul>

Status: Salaried, Exempt. Benefits include 9 paid holidays, vacation, personal days and 403(b) retirement plan.

Qualifications: College degree or equivalent work experience; minimum 5 years development, marketing, and/or public relations experience.

Work Schedule: 40 hours per week; flex day, evening and weekend hours as needed; two holidays per year as assigned.

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