

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.**

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

Status: Salaried, Exempt. Vacation/sick leave, nine paid holidays, health and dental insurance, 403(b) retirement plan.

Qualifications: College degree or equivalent work experience; 3-5 years development experience.

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