



JOB DESCRIPTION

Position Title	Program/Department	Reports to
Director of Advancement	Advancement	Executive Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	May 2025

POSITION SUMMARY

The Director of Advancement is a results-oriented professional who works under the direction of the Executive Director in the execution of the overall advancement plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Advancement (50%)
 - Under the direction of the Board and Executive Director create and implement a comprehensive annual advancement plan that supports the strategic priorities of the organization.
 - Assist the Communications Manager with monthly donor emails, quarterly newsletters, direct appeals, and the annual report.
 - Review the advancement section of the website and request social media posts that engage audiences and lead to measurable outcomes.
 - Empower the Executive Director and Board to make major donor calls through provision of materials, research, and support.
 - Maintain records of donor calls in donor software.
 - Analyze and evaluate effectiveness of campaigns to improve performance.
 - Oversee gift acceptance, donor database, and receipt process.
 - Coordinate donor cultivation and appreciation campaigns.
 - Represent Good Samaritan at various events as a key spokesperson for the mission.
 - Expand the donor base by 10% annually by adding names via other sources.
- Event Planning (25%)
 - In concert with the leadership team and board, plan, coordinate, and implement annual major events that meet financial goals, develop on-ramps for new donors and align with strategic goals.
 - Evaluate and make recommendations for additional small events that create on-ramps for new donors and are aligned with the strategic plan.
 - Recruit, train, and retain volunteers to serve on event committees and at events.

- Lead volunteer event committees to secure financial sponsorships, in-kind donations, and ticket sales to reach fundraising goals.
- Manage relationships with vendors and hosts.
- Direct communications for special events.
- Private Grant/Family Foundations Coordination (25%)
 - Coordinate and track private grant renewals; assuring timely submission of grants to private funders by flagging and communicating to staff grant deadlines and materials needed for submission.
 - Maintain and update the grant calendar for grant reporting and renewals.
 - Write grant renewals as requested.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Demonstrate a passion for the organization's mission and ability to promote mission to donors and supporters.
- 3-5 years' experience in Fundraising and Special Events.
- Must be detail oriented with excellent organizational skills.
- Excellent written and oral communication skills.
- Strong networking skills
- Proven ability to plan and follow through
- Computer proficiency in word and other Microsoft Office applications.
- Ability to work with deadlines and multiple projects.
- Ability to work as a team and communicate and coordinate with others on projects.
- Ability to identify inefficiencies, recognize when something is off kilter, and take initiative to resolve it.
- Ability to make necessary adjustments, find alternatives, and handle last minute changes.
- Willingness to work flexible hours.
- Must have a valid Michigan Driver's license.

PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Experience working with a Board of Directors
- Public administration or non-profit certifications

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

- Ability to carry and transport large, sometimes heavy items for events
- Ability to work a 12+ hour day leading up to events and on event days
- At ease in large, sometimes noisy crowds