



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	February 2024

POSITION SUMMARY

Good Samaritan Ministries' mission is to end poverty and homelessness. We do this by mobilizing faith-based and community partners, activating individual and community assets, and meeting immediate needs in our community.

As the Director of Advancement, you will work closely with the Executive Director to share the great story of the incredible work being done to change lives and invite people to join the mission through their financial support.

The ideal candidate will be detail oriented, collaborative, a natural relationship builder, a strong communicator both in print and in person, and driven to operate with an urgency that matches this growing community need. If you hope to be unleashed to build relationships, enhance your strategic problem-solving skills, hone your organizational strengths, grow as a communications professional and find a space where your abilities to lead with compassion and integrity result in meaningful community impact, we look forward to hearing from you.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Advancement and Marketing (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.
 - Write, edit, and produce quarterly newsletters, 2- 4 annual direct mail appeals, the annual report, and organization brochures.
 - Complete a variety of communications pieces and projects on an as needed basis – may include presentations, visuals, and case documents.
 - Develop and maintain a system to collect pictures and stories from staff to create a bank of success stories that can be used in communications materials.

- Generate and manage advancement section of the website and assist with social media that engages audiences and leads to measurable outcomes.
 - Coordinate logistics for the production of printed materials including scheduling, printing, mailing, and design services with vendors.
 - Support the work of the Board.
 - Empowers Executive Director and Board to make major donor calls through provision of materials, research, and support.
 - Maintains records of donor calls in donor software.
 - Write and distribute press releases as needed.
 - Analyze and evaluate effectiveness of campaigns to improve performance.
 - Oversee gift acceptance, donor database, and receipt process.
 - Coordinate donor cultivation and appreciation campaigns.
 - 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.
 - Produce all communications for special events.
 - Consult with graphic arts contractor when needed for design and layout of communications.
- Private Grant/Family Foundations Coordination (25%)
 - Coordinate and track grant renewals; assuring timely submission of grants to funders. 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.
 - Coordinate with grants consultant on special grant projects 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.
- Bachelor’s degree in communications or business preferred, plus 3-5 years’ experience in Fund Raising 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, publisher, database and excel and other 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 start a project with the essential facts rather than needing to delve and probe for exact details.
- 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 with graphic design.
- 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

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.