



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	March 2026

POSITION SUMMARY

Good Samaritan is committed to ending poverty and homelessness, in partnership with our community, by leading the way in providing affordable housing solutions and supportive services.

The Director of Advancement will be a results-oriented professional who works under the direction of the Executive Director in the execution of the overall advancement plan. This position serves as a key member of the leadership team, contributing to organization-wide decision making. If you hope to grow as a fundraising professional and find a space where your abilities to speak 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 (60%)
 - Lead the development of a multi-year fundraising strategy aligned with organizational goals.
 - Oversee and assist the part-time 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.
 - Gather success stories from staff to share with donors and in communications.
 - 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 with support from the part-time Administrative Specialist.
 - Coordinate donor cultivation and appreciation campaigns.
 - Develop long-term revenue forecasting models and growth projections.
 - 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.
 - Identify emerging funding opportunities related to homelessness prevention, housing stability solutions, and systemic interventions.

- Event Planning (25%)
 - 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 (15%)
 - 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 applications 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.
- Proven ability to plan and follow through.
- Excellent written and oral communication skills.
- Strong networking skills.
- Possess the ability to be a public spokesperson – well spoken, professional.
- Demonstrated experience leading fundraising strategy and meeting revenue targets.
- 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.
- Strong understanding of philanthropy trends, donor psychology, and fundraising ethics.
- Ability to identify inefficiencies, recognize when something is off kilter, and take initiative to resolve it.
- Willingness to work flexible hours.
- Must have a valid Driver’s license.

PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- 5-7+ years of experience.
- Public administration or non-profit certifications.
- Experience overseeing communications strategy.
- Experience managing staff or leading cross-functional teams.