SAMARITAN HOUSE
JOB DESCRIPTION

Position: Community Engagement Manager	**Approved by Executive Director on: 9/1/2026**
Reports to: Development Director	**Revision Date: 8/20/2026**
____ **Exempt** __X__ **Non-exempt**	__X__ **Administrative** _____ **Direct Client Services**

Position Summary: The Community Engagement Manager promotes the mission of SH amongst the local community through the creation and implementation of a growth-oriented annual funding strategic plan to include volunteer & donor acquisition, renewal plan, direct mail, online giving, appropriate acknowledgments, and database management.

Responsibilities:

1. Create annual strategy for community engagement.
2. Manage strategies that mobilize groups, (employee, civic, faith-based, etc.) to volunteer, advocate and give.
3. Create service projects and volunteer opportunities for groups to support SH.
4. Oversee Donation Department operations and needs.
5. Coordinate tours, information sessions, and meetings for groups.
6. Present information about SH and engagement opportunities to groups.
7. Manage and maintain donor/volunteer database with assistance from Development team members and volunteers and in accordance with SH policies and procedures.
8. Provide reports and mailing lists as needed.
9. Create and assign portfolio of annual giving donors and prospects to Development team members as needed.
10. Work with the Development team to coordinate appropriate acknowledgement processes to ensure all donors are thanked in a timely manner and letters are updated on a regular schedule.
11. Attend events as needed, especially during peak season. Evening and weekend work should be expected on occasion.
12. Network with community groups, businesses, the faith-based community, and other organizations for the purposes of service projects, third party fundraising and program development.
13. Coordinate/lead/liaison for community tabling events and provide support as needed.
14. Train and support partner agency supervisors in volunteer management and Samaritan House policies and mission.

Required Background:

- Bachelor's degree in communications, non-profit or management preferred.
- Four+ years of progressively responsible experience in community engagement and/or fundraising with revenue generation responsibilities.
- Proficient with Blackbaud Raiser's Edge, Online Express and Merchant Services.
- Experience managing multiple projects and activities simultaneously.
- Proven track record in Annual Fund and CRM management implementation.

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Required Skills:

- Working knowledge of fundraising principles, best practices and moves management.
- Excellent organizational and communication ability.
- Working knowledge of Microsoft Office Suite and related web-based technology.
- Excellent verbal and written communication skills.
- Capable of managing multiple projects and responsibilities with ease.
- Well organized and detail oriented.
- Able to work independently and as part of a team.
- Able to work projects through to completion.
- Professional, responsible, self-motivated and disciplined.
- Ability to connect and build relationships with clients, volunteers and prospects.

Required Physical Capabilities:

- Able to lift 30 pounds.
- Ability to work a 40 hour a week schedule with no physical limitations in normal ranges of sitting, standing, walking, and talking.
- Must be able to operate a computer and telephone.
- Must be able to conduct and attend meetings at various locations.
- Must be able to make speeches to small groups.
- Must be able to have flexible working hours, particularly at peak times around special events and educational sessions.

Salary: Based on experience and qualifications. This is a full-time position with benefits. Please submit resume and job application to:

Theresa Lindsey, Director of Operations
Samaritan House, Inc., 2620 Southern Blvd., Virginia Beach, VA 23452
Phone: 757 631-0710, ext. 253
Email: theresal@samaritanhouseva.org

Samaritan House is committed to a policy of equal opportunity for all persons and does not discriminate based on race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, services, and volunteer opportunities.