Samaritan House Job Description

Position: Development Manager	**Approved by Executive Director on:** 12/20/18
Reports to: Director of Development	**Revision Date: 8/2/19**
____X___ **Exempt** _____**Non-exempt**	_____**X**__ **Administrative** _____ **Direct Client Services**

Position Summary: The Development Manager is a key partner on the agency's development team, reporting directly to the Development Director with oversight of resource development to further the mission of Samaritan House. The successful incumbent in this position is a mission-focused, seasoned and process-minded leader with experience planning and executing high-growth annual fund campaigns, annual partnerships, major gifts and special events developing a performance culture and representing the agency while sustaining a high level of collaboration with community stakeholders and all levels of staff. In addition to the duties and physical requirements below, the successful incumbent in this position demonstrates experience initiating and sustaining high levels of accountability resulting in positive outcomes.

Responsibilities:

- Creating cultivation, solicitation, and stewardship programs to expand and retain a base of long-term donors and sponsors
- Identifying, researching, cultivating and soliciting prospective donors, annual partners and sponsors to increase the Annual Fund
- Serving as the primary interface with corporate funders; determining key activities and meetings for the Development Director and Executive Director to attend and participate in Foundation Board meetings
- Planning and directing special events; evaluating effectiveness and ROI of the events
- Initiating and designing projects and work plans, establishing and monitoring priorities and timetables, and determining needed resources and the allocation of responsibilities, as appropriate
- Working with Marketing Manager to identify public relations opportunities that will enhance visibility for special events
- Demonstrating knowledge and best practices of effective and ethical fundraising standards and developing the related and supporting systems, policies and procedures related to Samaritan House Inc. & Samaritan House Foundation
- Providing insight on regional trends and issues and the competitive fundraising landscape to the Director of Development, Executive Director, Board Members and other key partners and staff
- Developing, reviewing and submitting reports as requested to include an evaluation of current fundraising performance and any issues related to the development department; make recommendations on any needed course of action
- Managing any staff, volunteers and contractors working on projects and initiatives
- Establishing and changing priorities and timetables in response to changing resources and agency needs

Qualifications and Preferred Skills:

- Bachelor's degree and minimum 5 years' fund raising experience in the non-profit sector, or equivilant combination of both.
- Three- five years special events planning experience
- Must have experience working in a fundraising capacity in a high growth organization
- Requires strong experience establishing funding relationships with corporations and foundations
- Must work well independently and have strong team building skills
- Ability to maintain confidentiality
- Strong writing, editing and comprehension skills
- Strong presentation skills

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Required Skills:

- Excellent organizational and analytical ability.
- Working knowledge of Microsoft Word, Excel, Publisher, PowerPoint, and web-based technology.
- Experience using donor and volunteer database (Blackbaud, Donor Perfect/Salesforce).
- 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 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 presentations 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. 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 Fax: 757 631-0747
Email: theresal@samaritanhouseva.org

Please download and complete Job Application Form at: www.samaritanhouseva.org

Samaritan House, Inc is an Equal Opportunity Employer