

SAMARITAN HOUSE  
JOB DESCRIPTION

<b>Position:</b> Annual Fund Manager	<b>Approved by Executive Director on:</b> 5/30/2024
<b>Reports to:</b> Development Director	<b>Revision Date:</b> 5/24/2024
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Direct Client Services

**Position Summary:** Under the guidance and supervision of the Director of Development, the Annual Fund Manager will have primary responsibility for ensuring a successful annual fund and related campaigns and appeals. This position oversees the donor database and donor acknowledgements, helps establish and implement data-entry policies and procedures to ensure data consistency and quality, and leads efforts to develop philanthropic strategies, including donor/prospect research.

**Responsibilities:**

1. Create, implement, and evaluate the organization’s annual fund campaign, including mailings, appeals, reports, and other relevant correspondence.
2. Ensure effective and efficient utilization of and manage donor database functions including data entry, data quality, cash and in-kind donations, production of reports, tax receipts, credit card donations, and recurring gifts.
3. Create, implement, and evaluate strategies that lead to sound donor cultivation, prospecting, segmenting, acknowledgement, recognition and stewardship.
4. Research, build, and maintain database profile records.
5. Oversee all reporting tied to data needed for creating the strategic plan as well as for board, committee, and other meetings.
6. Delegate to volunteers as appropriate, while maintaining responsibility for work and actions of volunteers.
7. Manage or assist with logistics needed for activities related to annual fund campaigns and/or appeals.
8. Participate in any special event planning and implementation and other departmental or agency activities as needed.
9. Provide guidance and supervision to volunteers, following established agency standard operating procedures.
10. Perform other duties as assigned.

**Required Background:**

- Bachelor’s degree with at least two years of relevant experience preferred.
- Proficiency in Microsoft Office.
- Preferred proficiency in Bloomerang, Salesforce or similar donor software database.
- Ability to interact with stakeholders in a manner that further promotes the agency.
- 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 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](mailto:theresal@samaritanhouseva.org)

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