



POSITION DESCRIPTION

Position Title:	DIRECTOR OF DEVELOPMENT
Department:	Development Department
Supervisor:	Executive Director
FLSA:	Full Time / Exempt
Salary Range:	\$90,000-\$120,000 Annual
Effective Date:	TBD

Samaritan House is a community based volunteer driven non profit organization in San Mateo County working to meet the essential daily needs of more than 12,000 low in-come community members per year. Our goal is to improve lives, promote self-sufficiency and preserve dignity through our supportive services. Our staff and volunteer teams lead the agency by striving for excellence by leveraging community resources, finding and implementing creative solutions for our community's needs. We provide our core services free of charge and practice dignity and respect in everything we do.

We offer excellent opportunities for individuals with proven strong, creative, results driven leadership skills and work ethic who love working with people of diverse backgrounds and seek to make a difference by helping us create a caring community helping our neighbors in need.

The Director of Development is responsible for Samaritan House's overall fundraising activities in support of a \$7 million annual budget under the supervision of the Executive Director and in collaboration with agency volunteers that include members of the Board of Directors and the Fund Development Committee. This position will provide leadership and strategic fundraising direction to the agency's Board of Directors and Development Department staff while building on existing development efforts and plans. This position will also implement and create new strategies and initiatives to retain and increase funding for all Samaritan House programs. In addition, the Development Director serves as a member of the agency's senior management team.

JOB REQUIREMENTS

We believe in 'neighbor helping neighbor' and as such the person in this position will be key in community building within the area, local community, professional organizations and internally within the organization. The Director must work with and develop a diverse team and communicate with staff, volunteers, press, donors, and clients.

This job requires the ability to execute and plan events, coordinate fund raising campaigns. He/she must spearhead fundraising including retaining and growing a diverse donor base, and working and influencing key donor groups and individuals; Have strong interpersonal, organizational and communication skills (written and oral); Show leadership, development, and supervision skills with individuals and diverse groups; Possess strategic planning skills, financial management experience, analytical skills; Be resilient, team-oriented and deal well with ambiguity; Get work done through others but personally get hands-on when necessary to get the job done; Be comfortable with the use of technology to assist in tracking and fundraising including leveraging social media, and databases.

Requirement details include but are not limited to:

- **EDUCATION:** Minimum of four-year college degree. Advanced degree preferred.
- **EXPERIENCE:** Minimum of five years of progressively challenging and successful fundraising, communications and management experience for small-to-medium-sized community organizations. Specific experience with capital campaigns is strongly preferred.
- Experience and proven success working with a nonprofit Board of Directors and volunteer committees.

- Understand and able to utilize a variety of tools and techniques for communicating with target audiences, *e.g.*, print and electronic media, including websites and newer electronic technologies.
- Proven track record of building excellent relationships in the community, especially the funding community; ability to draw upon existing relationships and develop new ones.
- Basic understanding of nonprofit finance.
- Proficiency with computers and computer software, including word processing and database programs. Experience with Raiser's Edge is strongly preferred.
- Ability to work collegially and consultatively with subordinates, providing broad vision and guidance as well as creative, energetic, motivating leadership.
- Ability to thrive and enjoy working in a dynamic environment with confidence, resilience, flexibility and a sense of humor.
- Belief and dedication to the mission of Samaritan House and the ability to translate this to staff, current and prospective donors and community members and leaders.

WORKING ENVIRONMENT/MINIMUM PHYSICAL ACTIVITIES

Incumbent must have the physical, visual and auditory ability to perform the essential functions of the job and respond to emergencies with or without reasonable accommodations.

Activities may include but not limited to repetitive hand/arm motion (computer work), extended periods of standing or other physical activity depending on the activity of this position. Occasional bending, pulling, pushing, lifting, carrying, reaching, sitting, and standing.

Background checks will be performed prior to commencement of employment.

ESSENTIAL FUNCTIONS OF THE POSITION

Major Donor Planning and Implementation

- Pro-actively plan and implement all components of the individual-donor giving plan, with special emphasis on the development of large (\$5,000+) donors, new donors and specific donor segments.
- Design and implement a cohesive strategy for both the Annual Giving and Planned Giving Programs, with the goal of increasing both the number of individuals who make annual and legacy gifts, and the total funds raised in each program each year.
- Work closely with Board of Directors to implement major donor development.

Fundraising Leadership and Management

- Develop a detailed Fund Development Strategic Plan (revenues and expenses) annually with the Board's Fund Development Committee and Development Department staff, in conjunction with the planning of the agency's annual budget. Implement the Plan, and monitor the agency's progress.
- Provide accurate information on a monthly basis to the Board of Directors.
- Provide more frequent updates and detailed analyses as requested to the Executive Director, Board of Directors, Fund Development Committee and/or senior management team.
- Plan and coordinate all components of annual fundraising, including but not limited to:
 - An ongoing Major Gifts Campaign to identify and cultivate major donors;
 - Cultivation events, ranging from an annual party to private gatherings for select major donors;
 - Personalized spring/summer and winter/holiday appeals to donors and prospects (in conjunction with the Annual Giving Manager);
 - Grant proposals for operating and capital projects to corporations and foundations (in conjunction with the Grants Manager);
 - Sponsorships for conferences and unique or one-time fundraising opportunities;
 - Assessing the success/disappointment of each fundraising activity; creating new fundraising strategies and vehicles – or re-creating current activities – to ensure the agency's continued growth in annual fundraising results.
- Ensure timely acknowledgements for all donations; design and implement appropriate donor-recognition events.
- Oversee the maintenance and accuracy of the computerized donor/prospect database (Raiser's Edge).

Public Relations / Marketing / Communications Leadership and Management

- Lead and manage the development of informational mailings and donation solicitations, including printed newsletters and annual Spring/Summer and Holiday/Winter Appeals.
- Lead and manage cultivation of the agency's image in the public media, relationships with outside individuals and organizations, and Speakers' Bureau.
- Lead and manage the agency's utilization of electronic communications technologies (*e.g.*, website, electronic newsletter, Twitter, Facebook, etc.).

Administrative and Other Responsibilities

- Supervision and leadership of the Development Department Team which includes the following positions: Annual Giving Manager, Public Relations Coordinator, Development Data Coordinator, Grants Manager (in conjunction with Director of Finance) and Volunteers
- Lead and supervise the Development Department staff; recruit, train, coach and develop, annually evaluate the performance of the staff and recommend merit-based salary increases when applicable.
- Serve as a key member/advisor to the Capital Campaign Committee, which is overseeing the completion of the Capital Campaign by assigned deadlines.
- Participate as a member of the agency's senior management team by active involvement in agency-wide decision-making.
- Other duties as directed.

Benefits

Eligible Full Time Staff Benefits include medical, dental, life and long-term disability insurance; nine paid holidays per year; and a first-year paid-time-off allowance of 22 days.

Application

Qualified and interested candidates should direct a letter of interest and a résumé to:

Samaritan House
Human Resources
4031 Pacific Blvd.
San Mateo, CA 94403
Via e-mail: info@samaritanhouse.com
Via facsimile: (650) 294-4336
No phone calls, please!

Samaritan House is an Equal Opportunity Employer.