

## Samaritan Ministries Job Description

### Development Assistant

Line of Authority: **Reports to the Development Director**

Guiding Principle: **To uphold and strengthen the Christian purpose and mission of Samaritan Ministries in performing the duties of the Office Manager.**

<b>Primary Function of Position: Provide support for Development activities including supporting all fundraising campaigns, and events and providing general office management, and administrative assistance to the Development Director and Team.</b>	
<b>40%</b>	<p><b>Major Duty: Support Fundraising Campaigns</b></p> <p>Assist in the planning, coordinating, and executing fundraising campaigns, including direct mail, email campaigns, and online fundraising. Assist in preparing, printing, and processing in-house correspondence including appeals, newsletters, and donor correspondence. Coordinate mail-house needs for mass mailers.</p>
<b>30%</b>	<p><b>Major Duty: Event Coordination</b></p> <p>Assist in organizing fundraising events, including preparing donor materials, logistical support, supporting volunteer coordination, signage, venue setup/clean up, and event promotion.</p>
<b>25%</b>	<p><b>Major Duty: Provide General Office Management.</b></p> <p>Provide general administrative support to the fundraising team, including scheduling and preparation for meetings, coordinating vendor requests, developing, and documenting procedures, sorting, and opening mail, and oversight of all fundraising materials inventory. Develop and maintain inventory and record-keeping procedures for office supplies and office equipment including IT. Order supplies according to procedures. Assist with basic accounting tasks, such as tracking expenses, vendor invoices, and creating bank deposits.</p>
<b>5%</b>	<p><b>Major Duty: Communication Support and Research</b></p> <p>Conduct research on development-related topics, potential funding sources, and prospects and assist in grant proposal activities including compiling necessary documentation for grant applications. Compile development and marketing statistics.</p>

**Status:** Salaried, Exempt

**Qualifications:**

- Associate degree or higher in a business-related field (such as Nonprofit Management, Business Administration, Communications, or Marketing) preferred.
- Previous experience in fundraising, nonprofit administration, or related field preferred.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Computer proficiency, including knowledge of Outlook and database software
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work independently as well as part of a team.

**Work Schedule:** 8:30 am – 5:00 pm Monday through Friday and occasional nights and/or weekends for fundraising activities.

**Job Summary:** As a Development Assistant, you will play a vital role in supporting the fundraising and development efforts of our organization. You will work closely with the development team to implement strategies, coordinate a variety of fundraising activities, and ensure the smooth operation of fundraising initiatives. Our ideal candidate will be experienced in managing a wide range of administrative and developmental tasks and working independently and as a team. This person must be well-organized, flexible, proactive, resourceful, and efficient with a high level of professionalism and confidentiality. Crucial to this role is the ability to interact with staff (at all levels) in a service-oriented environment, sometimes under pressure. Strong written and verbal communication skills and attention to detail are equally important.

**Application Instructions:** To apply, please submit a resume and cover letter outlining your relevant experience and interest in the position to [robin.stone@samaritanforsyth.org](mailto:robin.stone@samaritanforsyth.org).

**History:** Established in 1981, Samaritan Ministries has a 43-year history of providing food, shelter, and hope through Christian love. We have three main programs:

- Our community Soup Kitchen serves over 100,000 meals annually to anyone in need and has served lunch over 15,000 days in a row.
- Samaritan Inn gives temporary, emergency shelter to adult males experiencing homelessness. The average stay in the shelter is currently 70 days.
- Project Cornerstone is an onsite residential recovery program for men experiencing homelessness and addiction. Eighty percent of guests who enter Cornerstone complete the program (13-18 months) and move to permanent housing.

Programs follow a low-barrier, housing-first, and trauma-informed approach. Our goal is to be a safe and encouraging place to help people stabilize, find housing, and move forward with their lives.

### **Benefit Outline for Samaritan Ministries**

#### Vacation

- 1-2 years - 2 weeks
- 3-6 years - 3 weeks
- 7+ years - 4 weeks

Sick/personal days - 10 days per year

#### Holidays – 10 paid holidays:

New Year's Day	July 4th
MLK Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth	Floating Holiday (employee's choice w/manager approval)

#### Health and Dental Insurance

- Blue Cross/Blue Shield
- Employees pay a small portion of the cost – no more than \$20 per paycheck.
- Designed for low deductible and low out-of-pocket expenses. Some current highlights:
  - \$15 primary care office visit
  - \$30 specialist office visit
  - \$500 deductible

#### Short-term disability

Life insurance - \$25,000 (35% age 65, 50% age 70)

Retirement - 403b plan managed currently by Principal Financial.

- Employees can make contributions at any time.
- Employer contribution begins at 2 years of service. It is not a match. Samaritan has been contributing 6% of earnings for the last 7 years.

Flex time for development team members working on special events on weekends and evenings.

Private office with door and window.