

SAMARITAN CENTER OF PUGET SOUND

DEVELOPMENT COORDINATOR

JOB DESCRIPTION

GENERAL DUTIES/DESCRIPTION:

The Development Coordinator creates, manages and executes all fundraising programs, activities and initiatives that attract private and public support so that annual, special project, capital, and endowment efforts meet or exceed Samaritan Center of Puget Sound's contributed income goals. The position reports to the President & CEO and works with the Board's fund development committee.

DUTIES AND RESPONSIBILITIES:

- Assist the President and Board of Directors in setting ambitious, yet realistic, fundraising goals and in the development of a long-range strategy for organizational financial stability.
- Create, with input from the President and in cooperation with the Board's fund development committee, an annual fundraising plan with strategies for meeting contributed income goals in each gift market.
- Create and adhere to a development expense budget.
- Serve as primary staff support for the Board's fundraising committee.
- Identify, recruit and train volunteers, and involve them in Samaritan Center's fundraising activities.
- Prepare monthly reports on fundraising progress and, when necessary, recommend budget adjustments.
- Create and execute donor acknowledgement and benefit fulfillment.
- Manage donor database, fundraising record keeping and gift receipting.
- Maintain compliance with relevant government regulations and ensure that reports are accurate and filed on time.
- Work with community relations staff to conceptualize, prepare and coordinate fundraising related collateral materials.
- Work with the Finance staff to ensure consistency and accuracy in financial reporting.
- Perform other duties as assigned by the President.

Individual Fundraising

- Research, develop and implement an individual donor plan to meet contributed income goals.
- Manage and monitor contributions from Board members to ensure that each member maximizes their gift based on their capacity.
- Plan, execute and track results for direct mail campaigns.
- Plan and execute a stewardship plan for all levels of annual giving.

Foundation, Corporate and Congregational Fundraising

- Research and develop potential grant proposals, corporate giving and sponsorships, and congregational giving.

- Review and coordinate sponsorship opportunities and donor benefits; devise mission appropriate and consistent recognition for all levels of funding; coordinate efforts with communications staff as appropriate and necessary.

Special Event Fundraising

- Plan and execute the annual fundraising luncheon and other fundraising events.

In-Kind Gift Fundraising

- Oversee all in-kind gift solicitation, valuation and acknowledgment.

Planned Giving

- Initiate a bequest marketing program and produce one annual legacy society donor recognition event.

REQUIREMENTS:

- Bachelor's degree or equivalent
- Ability to organize, motivate and coordinate the work of fundraising volunteers.
- Excellent interpersonal, speaking and writing skills.
- Excellent computer skills, especially in using Microsoft Office products (Word, Excel, PowerPoint, and Outlook) on IBM compatible computers.
- Ability to work independently and as part of a team.
- Ability to prioritize tasks and perform tasks in a self-directed manner.
- Ability to operate effectively, flexibly and collegially in a nonprofit organizational environment.
- Ability to appropriately handle sensitive, confidential material

DESIRABLE EXPERIENCE:

- One to three years of progressively responsible nonprofit fundraising experience.
- Experience with fundraising database software.
- Knowledge of the Puget Sound region and its philanthropic communities.

CONDITIONS OF EMPLOYMENT:

Position requires occasional evening and weekend work, in addition to regular work days. Travel, primarily locally, is required.

SALARY AND BENEFITS:

- Salary is commensurate with qualifications and experience.
- Medical, dental and vision insurance
- Vacation

- Sick leave
- Flextime negotiable
- 403(b) retirement plan

Our Mission:

Seeking to express God's love and compassion, Samaritan Center of Puget Sound offers hope for wholeness to individuals, couples, families, groups and congregations through affordable, professional services of counseling, consultation, and education.

Samaritan Center of Puget Sound is an equal opportunity employer.

APPLICATION INFORMATION:

Samaritan Center of Puget Sound is searching for a development coordinator. The candidate selected will need to work closely with other staff members to develop a comprehensive fundraising plan and implement it with assistance from the board of directors and volunteers.

The position includes full benefits and the salary is commensurate with experience. This is a .63 FTE position.

E-mail resume with cover letter to Beverley Shrumm at bshrumm@samaritanps.org

No phone inquires, please. Open until filled.