

Samaritan Ministries of Hot Springs Position Description

Position Title: Director of Development and Communications

Location: Hot Springs, AR

Reports to: Executive Director

Position Summary:

The Director of Development and Communications is a key member of the ministry team at Samaritan Ministries of Hot Springs, the only shelter for homeless men in the greater Hot Springs area. This position will work with the Executive Director as they direct the Development and Communications of the mission and works cooperatively with all other staff members and volunteers.

Essential Responsibilities:

- Maintain and Improve Existing Development Program
 - Strengthen relations with existing donors
 - Seek and acquire new donors
 - Cultivate donor income
 - Arrange speaking engagements and present SMHS' story
 - Organize Annual Fundraising Dinner/Event (one per year)
 - Write grants for operations, acquisition and/or construction
- Manage External Communications
 - Coordinate writing, printing and distribution of monthly appeals and/or newsletters
 - Maintain social media channels
- Oversee the Securement of Volunteers
 - For Chapel speakers, meal prep and mailing projects
- Facility and Vehicles Maintenance
 - Insure all facilities and vehicles are properly maintained and insurance in place
- Manage on-site Transitional Housing Apartments (7) and Rental Shops (2)
 - Locate and vet potential tenants and execute leases
 - Process monthly rental payments
- Assist Executive Director with:
 - Valley Building expansion renovation project
 - Seek new donors to fund construction
 - Develop plan to rent retail shops in Valley Building
 - Review financial reports monthly (utilizing QuickBooks)
 - Correlate financial results with donor cultivation goals and progress
 - Prepare and send out donor annual statements once per year
 - Review and maintain all policies and contracts
 - Audit contracts for price reductions
 - Ensuring Resident Program operates within proper (manual) guidelines
 - Working with staff to provide a safe and secure environment for everyone
 - Providing back-up support for other staff as needed

- Assist Education Director
 - Planning educational materials and teaching select classes
 - Interacting with Residents
 - Assist with transportation of Residents
- Assist with Woodshop business (part of SMHS' Resident job-skills training program)
 - Coordinate with Woodshop Manager the operation of a Retail Shop to sell wood items produced
 - Establish Web presence for wood items
 - Manage sales of items built in woodshop

Knowledge, Skills and Abilities:

- Desire and compassion to help homeless men become self-sufficient
- Strong Christian witness
- Proficient in the use of personal computer and *Microsoft Office* suite – *Excel, Word, Outlook, etc*
- General accounting knowledge is helpful
- Servant leadership qualities
- Strong interpersonal skills and acceptance of the personal situations of others
- Problem solving, goal setting and documentation ability
- Organized, energetic, compassionate, motivated personal and professional lifestyle
- Ability to exemplify Biblical principles
- Trustworthy in all financial matters
- Creativity and motivation to develop ways that will lead men to success
- Ability to discretely handle personal information
- Clean driving record
- Any other job-related duties as assigned by the Executive Director

Education and experience

- High school graduate; post-secondary education preferred
- Experience in working with homeless and/or people in need preferred

Other Information:

Hours: Monday – Friday 8am-5pm

One week paid vacation after one year of employment