

## **Samaritan Job Description**

**Title:** Development and Events Coordinator

**Reports to:** Development & Communications Director (DCD)

**Status:** Full-time, Non-exempt

The ideal candidate is a trustworthy self-starter who requires minimal supervision. Attention to detail is paramount, along with professional appearance, calm demeanor, and ability to multi-task with grace. We are looking for a people-person and strong communicator (oral and written). Striving for excellence should be second nature. Behavioral health and/or lived experience preferred. The Development and Events Coordinator will handle confidential information. Ability to articulate our spiritually-integrated care philosophy and how your personal spirituality influences your life is important.

**Summary:** Together with the Director of Development and Communications and a team of freelancers, the Development and Events Coordinator is instrumental in helping to raise over \$750,000 in 2023 to support three pillars of service at the agency: Counseling, Wellness Screen, and Mental Health Ministry (outreach to churches). We do this three ways: grants, events, and donations from individuals and corporations. We enjoy an inclusive, collaborative, professional office environment where we focus on achieving our mission to connect mind, body, and spirit so individuals, families, organizations, and communities thrive.

The Development & Events Coordinator will be responsible for Donor Relations, Events Coordination and Communications (social media, eblasts, and newsletter). Examples of work:

### **Donor Relations:**

- Manage Network For Good donor database including gift processing (entering donations and sending thank you letters within 48 hours of receipt), generating reports; and keeping contact info (address, phone, email, etc.) updated.
- Send Welcome Kit to new donors and contact to assess their interests
- Work with DCD and/or Executive Director to develop, facilitate and monitor stewardship strategies including Individual Fund Development Plans (IFD) and Relationship Actions Plans (RAP)
- Work with DCD and/or ED to develop/implement robust planned giving program
- Assist with grant management using Microsoft Project and Planner

### **Event Coordination:**

- Plan and coordinate three annual events: Creating Hope (Jan/Feb), Silent Samaritan (Mar-May), and Ethics in Business Summit (October)
- Create and follow event plan including budget and timeline
- Recruit and work with volunteer committees to assist with planning
- Work closely with contracted vendors to execute and manage event's related tasks
- Plan materials (invitations/programs/signage) and coordinate production with designer and print vendors
- Support Samaritan's programs' teams to respond to requests for community presentations and educational opportunities – maintain Presentation calendar on Outlook
- Member of Samaritan's Sunshine Committee which plans and coordinates quarterly staff meetings, staff lunches/picnic, holiday party

**Communications:**

- Create automated marketing communications (eblasts) to promote events and other information in Network For Good
- Assist with preparation, production, and distribution of Annual Report (May/June) and Annual Appeal (November), and monthly digital newsletter (“SamaritaNews”) which is printed/mailed quarterly
- Assist in developing ideas for website, social media posts, newsletter, and other program/development/marketing communications
- Develop and manage social media calendar to promote events, anniversaries, career opportunities, and other special announcements via weekly postings on FB, LI, and other platforms as deemed appropriate
- Monitor website and work with web developer to keep current

**Public Relations**

- Maintain media distribution list
- Assist with coordination of media events and relationships with collaborators, and other stakeholders

**Requirements**

- 4-year degree in business, digital marketing, communications or related field
- 3 years’ experience and demonstrated success in primary areas of responsibility

**Skills Needed**

- Strong oral and written communications skills – firm grasp of grammar and familiarity with AP Style Guide
- Database management (NetworkForGood)
- Social media (FB, LI, Instagram)
- WordPress experience helpful
- Computer skills (Microsoft Office 365, Excel, Word, Adobe Acrobat)
- Curiosity, creativity, gratitude, confidence and compassion; an innate ability to “connect the dots” demonstrating an understanding of the innerworkings of Samaritan

**Your Career with Samaritan**

Join our Mission! We connect mind, body and spirit so individuals, families, organizations and communities thrive.

Since 1970, Samaritan has been serving individuals of all ages, and of all walks of life in the Fox Valley region and surrounding areas. We specialize in offering spiritually integrated care according to what is relevant to each client and circumstance. Samaritan views a person’s spirit as integral to their emotional healing and growth. Spirituality in its many expressions offers hope, inspiration and direction when integrated in the work we do. Samaritan is not a religious organization.

Join our Team! Our commitment to a holistic approach to mental health care that honors spiritual and religious diversity informs the work done by all team members at Samaritan and makes working with us a rewarding experience.

We offer a competitive compensation and benefit package that also includes the following:

- You'll find personal meaning through the mission and values of Samaritan.
- You'll live that mission in our weekly 30-minute interfaith devotional time.
- You'll make lasting professional connections with a team of committed people in a growing organization.

Interested candidates should submit their resume and desired salary to:

[hr@samaritanfoxvalley.com](mailto:hr@samaritanfoxvalley.com).