



## JOB DESCRIPTION

Position Title	Program/Department	Reports to
Marketing and Communications Specialist	Development	Executive Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	March 1, 2022

### POSITION SUMMARY

Good Samaritan Ministries mission is to end poverty and homelessness. We do this by mobilizing faith-based and community partners, activating individual and community assets, and meeting immediate needs in our community.

As the Marketing and Communications Specialist, you will work closely with the Executive Director to share the great story of the incredible work being done to change lives and invite more and more people into joining the mission through their financial support. This role is a key part of the mission of Good Samaritan, and will help set the direction of our work to move people from crisis to thriving.

The ideal candidate will be detail oriented, collaborative, a natural relationship builder, a strong communicator both in print and in person, and driven to operate a department with an urgency that matches this growing community need. If you hope to be unleashed to build relationships, enhance your strategic problem-solving skills, hone your organizational strengths, grow as a communications professional and find a space where your abilities to lead with compassion and integrity result in meaningful community impact, we look forward to hearing from you.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Under the direction of the Board and Executive Director create and implement a comprehensive annual communications plan that supports the strategic priorities of the organization.
- Coordinate external awareness building through social and print media.
- Oversee the production of print newsletters, monthly enews, annual direct mail appeals, the annual report, and organization brochures.
- Oversee gift acceptance, donor database, and receipting process.
- Coordinate and track grant renewals; assuring timely submission of grants to funders. Flagging and communicating to staff grant deadlines and materials needed for submission.
- Write grant requests, reports, updates and renewals for private funders.
- Represent Good Samaritan at various events as a key spokesperson for the mission.

- Support the work of the Resource Development Committee of the Board.
- Empowers Executive Director and Board to make major donor calls through provision of materials, research and support.
- Plan, coordinate, and implement annual events that meet financial goals, develop on-ramps for new donors and align with strategic goals.

#### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Demonstrate a passion for the organization's mission and ability to promote mission to donors and supporters.
- 3+ years of experience in communications or fundraising.
- Must be detail oriented with excellent organizational skills.
- Excellent written and oral communication skills.
- Strong networking skills.
- Proven ability to plan and follow through.
- Computer proficiency in word, publisher, database and excel and other office applications.
- Ability to work with deadlines and multiple projects.
- Ability to work as a team, as well as lead others on projects.
- Willingness to work flexible hours.
- Must have valid Michigan Driver's license.

#### **PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Experience with graphic design and communications.
- Bachelors degree in related field.
- Experience in nonprofits.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Ability to carry and transport large, sometimes heavy items for events
- Ability to work a 12+ hour day leading up to events and on event days
- At ease in large, sometimes noisy crowds

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.