



**Job Announcement
Development Associate – Full-time, June 2017**

Who We Are

Samaritan Ministry of Greater Washington (SMGW) is a non-profit organization of partner organizations committed to empowering individual participants to make transformative changes in their lives through a practice of rigorous compassion and coaching from trained caseworkers. This is accomplished following the *Next Step* methodology by which participants set goals and take small achievable “next steps” toward meeting those goals, including taking advantage of supportive services to build personal capacities or overcome personal barriers. Our mission includes intentional engagement with volunteers many of whom experience life-changes for themselves in this process. SMGW’s goals for mission expansion center around reaching participants where they are including satellite centers anchored in partner institutions, casework for the chronically homeless, and casework for indigent families in partner schools. SMGW has no religious requirements for its participants or its staff.

Who You Are

You have the ability to see the big picture while taking care of the details. When learning about an event, you think about what’s needed and take steps to meet those needs. You connect the dots between development, marketing, and programs, and you make us all better by thinking ahead and anticipating the needs of SMGW’s staff (paid and volunteer) and donors. You thrive in a bustling environment and understand how to get things done quickly, efficiently, and to high standards. You take pride in your organizational skills and ability to juggle tasks. You enjoy working as part of the team and find personal satisfaction at being good at your job. You get the job done.

Your Responsibilities

SMGW seeks a Development Associate (DA), which is a full-time entry level position. Key responsibilities: (1) staff support for the Development Office including the Development Director (DD) and the Executive Director (ED); (2) staff support for fundraising and organizational events primarily marketing and communications. The Development Associate works at 1516 Hamilton Street NW, Washington DC, and reports to the Development Director. This is an excellent opportunity to learn the basics of non-profit development and communications work, and to build on those skills through a mentoring relationship with the supervisor. To learn and grow these skills, we are looking for a person who will make at least a three-year commitment to being in the position.

Qualifications & Requirements

- Bachelor’s degree
- Proven attention to detail, accuracy, and completeness
- Strong writing skills especially in social media and online communications, and proofreading

- Proficient in MS Office (Word, Excel, Outlook) with the ability to work in, or ability and willingness to learn the following: Adobe Acrobat, Constant Contact, Facebook, Twitter and Drupal
- Database/CMS experience highly valued (SMGW uses DonorPerfect Online (DPO).)
- Capacity to independently work in a service-oriented environment on multiple projects
- Ability to work flexible hours, including some evenings and weekends for special events (approximately seven times a year)
- An appreciation of the life of faith and how it impacts relationships and builds communities (Experience with the Episcopal Church, or other denominations, is preferred but not required.)
- Some professional work experience (internship, part-time, volunteer) with experience in development and communications preferred, 2-4 years ideal
- Valid driver's license and access to a car

Professional Responsibilities & Relationships

- Enter contributions and data into the DonorPerfect Online; produce acknowledgement letters, generate mailing lists, and create reports
- Support the DD and event teams in planning and executing special events, notably the annual *Next Step* Breakfast (NSB) and the annual Gala, focusing on promotion and registration
- Staff support for all aspects of the *Empower the Homeless Campaign* (events, staff scheduling, appeal, and resource development) in coordination with the DD, ED, and other Partner organizers
- Provide administrative support to the ED for Board and Partner Council meetings and partner events/engagements
- Produce and publish content for external communications which include website, mass emails including e-newsletters, Facebook and Twitter; may also include print publications
- Provide copyediting for external communications
- Other duties as assigned

To Apply

Email resume, cover letter and 250-word writing sample or samples of past writing as attachments or links to Rev. Doris E. Warrell at dwarrell@samaritanministry.org. Use the subject line "Development Associate Position." No phone calls please. Ideal start date July 17 – July 31. Position open until filled.

SMGW is an equal opportunity employer.

To learn more about SMGW visit www.samaritanministry.org.