



POSITION DESCRIPTION

Position Title: Vice President of Advancement
Candidate: TBD
Department: Administration
Supervisor: CEO
FLSA: Full-Time/Salary/Exempt
Salary Range: \$
Effective Date: TBD

OUR IMPACT

For over 50 years, Samaritan House has been leading the fight against poverty in San Mateo County. We're the only organization that delivers the full breadth of essential services and personalized support to the working poor. By ensuring our clients are fed, clothed, healthy, and housed, we help them create their own stability and remain an active, successful part of our community. After all, an enduring community is only possible when every person has the resources they need to live.

OUR CULTURE

We're passionate about providing our employees with a supportive work environment and experiences that help them grow. We offer excellent opportunities for individuals with proven strong, creative, results-driven leadership skills and stellar work ethics. We welcome candidates who love working with people of diverse backgrounds and want to make a difference by fostering community care for our neighbors in need.

YOUR IMPACT

Samaritan House, a leading nonprofit organization committed to addressing homelessness and poverty, is seeking a tenured, experienced, and highly skilled and experienced Vice President of Advancement to lead its development, communications, marketing and public relations efforts. As the VP of Advancement, you will play a pivotal role in securing financial resources, building strong donor relationships, and expanding the organization's reach and impact. The ideal candidate will have a proven track record of leading teams of ten or more people and will have a proven track record of successful fundraising, raising more than \$20 Million annually from diversified revenue sources. The ideal candidate will also have experience and examples of proven marketing strategies. The candidate must be an authentic relationship-builder, have high emotional intelligence and be excited to nurture a team culture that fosters trust and collaboration. This is an Executive Leadership position that requires thoughtful servant leadership, exceptional strategic thinking, excellent communication skills, and a passion for making a difference in the lives of individuals facing homelessness and poverty. The VP of Advancement operates as part of Samaritan House's Executive Team.

JOB QUALIFICATIONS

Please note our preferred and in some cases required qualifications for this position:

EDUCATION:

- Bachelor's degree or equivalent work experience required. Advanced degree or CFRE preferred.

EXPERIENCE:

- Minimum ten years of progressively challenging and successful fundraising, communications and management experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Familiarity with nonprofit organizational structures and community-based services.
- Excellent written and verbal communication skills, including public speaking and presenting to groups.
- Demonstrated experience in developing and implementing comprehensive fundraising (including working knowledge of government, and institutional grantmaking methods) and marketing / communications strategies.
- Strong computer proficiency, including Microsoft Office Suite and Windows-based systems.
- Ability to work effectively both onsite and remotely as needed to complete tasks and collaborate with team members.
- Strong administrative, organizational, and time management skills with excellent attention to detail.
- Ability to manage multiple priorities in a fast-paced and evolving work environment.
- Clear understanding of professional boundaries and the ability to maintain confidentiality with clients, volunteers, and agency stakeholders.
- Strong interpersonal and emotional intelligence skills with the ability to interact compassionately and effectively with individuals from diverse backgrounds and in varying circumstances.
- Ability to engage and inspire diverse stakeholders
- Demonstrated experience with multifaceted fundraising campaigns.
- Strategic thinker with the ability to capture and analyze data, identify trends, and make data-driven decisions
- Demonstrated professionalism, sound judgment, and ethical decision-making in all aspects of work.
- Ability to work independently while also contributing effectively within a team environment.
- Resourceful, solutions-oriented approach to identifying challenges and resolving issues.
- Ability to thrive and enjoy working in a dynamic environment with confidence, integrity, resilience, flexibility, and a sense of humor.
- Passion for the mission and values of Samaritan House, along with a deep commitment to addressing homelessness and poverty.
- Valid driver's license, proof of insurance, and reliable transportation to travel between Samaritan House sites as needed.
- Flexible schedule including early mornings, evenings, weekends, or holidays as assigned.

PHYSICAL REQUIREMENTS AND BACKGROUND CHECK

References will be conducted prior to employment. All staff must successfully complete a criminal background check. The position requires physical, visual, and auditory ability to perform essential job functions, maintain a safe work environment, and respond to emergencies with or without reasonable accommodation. Work may involve travel between agency locations and extended periods of sitting while performing computer-based tasks. The role requires frequent use of hands for computer data entry and written documentation. The position also requires occasional lifting and moving of items weighing up to approximately 15 pounds.

ESSENTIAL FUNCTIONS OF THE JOB

Advancement Leadership and Organizational Management

- Develop a detailed annual Advancement Plan with support from team leaders.
- Provide strategic direction and leadership for all advancement activities, including major gifts, institutional partnerships (grants), marketing and communications, and individual giving
- Lead the 155-person Advancement Team; directly supervising 5 team members
- Recruit, train, coach and develop all department staff; annually; evaluate the performance of the staff and develop training plans for each member of the department.
- Serve as mentor to staff and assist staff in identifying other opportunities for mentorship and professional growth.
- Participate as a partner to the CEO and a member of the agency's Executive Leadership team for agency-wide decision-making.

Donor and Funder Cultivation and Stewardship

- Build and maintain strong relationships with major donors, corporate partners, key volunteers, and foundations, ensuring regular and meaningful engagement.

- Work with Director of Individual Giving, Director of Institutional Partnerships, and Senior Major Gifts Officer, and Associate Director of Marketing and Communications to develop and implement stewardship strategies to recognize and appreciate donors and funders at various giving levels.
- Work closely with the Board of Directors and Executive Leadership team to engage them in fundraising activities and provide support in donor cultivation efforts.
- Engage in direct fundraising through portfolio management and outreach, prioritizing strategic funding for Samaritan House's program and operating priorities.

Public Relations / Marketing / Communications Leadership and Management

- In collaboration with the Marketing and Communications Manager, execute an integrated strategic marketing, communications and engagement plan to strengthen programmatic impact and support Samaritan House's mission and goals.
- Oversee the representation of agency's image and brand in the public media, relationships with outside individuals and organizations, and Speakers' Bureau through various print and digital platforms.

Financial Oversight and Reporting:

- Develop, Manage and Execute an Annual Advancement plan
- Develop and manage the annual budget for the Advancement department, ensuring efficient allocation of resources.
- Monitor fundraising performance and provide regular reports to the executive team and Board of Directors on progress, metrics, and key performance indicators.
- Ensure compliance with all relevant laws, regulations, and ethical standards pertaining to fundraising and financial reporting.
- Other duties as requested.

HOW TO APPLY

Interested candidates for this position will be required to submit a cover letter and resume to:

SAMARITAN HOUSE HR Specialist/Recruiter

4031 Pacific Blvd. San Mateo, CA 94403

E-mail: jobs@samaritanhousesanmateo.org Via facsimile: (650) 294-4336

No phone calls, please! Samaritan House is an equal opportunity employer. Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for an interview.

ACKNOWLEDGMENT

Please sign below in acknowledgment that you have received and understand the job description of Vice President of Advancement

Employee Signature

Date

Supervisor Signature

Date

Vice President of Human Resources

Date