



ST. MARGARET'S HOUSE JOB DESCRIPTION

Position: Assistant Director of Development and Marketing
Status: Full-time
Salary Range: \$40,000- \$43,000

Responsibilities

- Collaborate in the mission of St. Margaret's House; promote and adhere to the values as articulated in the SMH value statement.
- Process donations and prepare acknowledgement letters and other correspondence in a manner that promotes growth through donor stewardship.
- Maintain database including foundation, corporation and individual donor files. Modify database programs to increase processing performance. Train and oversee database users. Continually update and correct database records.
- Create fundraising reports and other database reports as needed.
- Coordinate mailings (newsletters, appeals, special events etc.)
- Prepare/post social media and media materials for distribution.
- Assist with special events. Maintain guest lists, gather and prepare registration materials and other duties as assigned for fundraising events.
- Assist the Director of Development & Marketing and Executive Director in representing St. Margaret's House to the wider community.
- Be actively involved in development planning and execution of the development plan.
- Assist in grant research, grant writing, administration and tracking of grants.
- Coordinate and process payroll. This includes tracking timesheets and attendance records, inputting staff payroll information and printing reports.
- Serve as a resource person for network and computer needs for staff and guests.
- Attend all staff retreats, meetings and development seminars as necessary.
- Other duties as assigned by the Director of Development & Marketing.

Qualifications

- Bachelor's degree. Development background a plus
- Proficiency in Microsoft Word, Excel, PowerPoint, social media and database management experience.
- Excellent verbal and written communications skills, including the ability to present information concisely and effectively.
- High attention to detail, must generally be proficient and accurate.
- Ability to organize and prioritize work, work independently with little supervision, as well as delegate tasks, accept roles of responsibility and work on a team.
- Ability to troubleshoot computer problems.
- Excellent interpersonal skills.
- Must be female.

: Compensation:

- Dependent upon qualifications and experience.
- Paid Holidays, individual medical insurance available, optional dental and vision insurance, Defined employee contribution plan (retirement) after 1 year

How to Apply:

- Email your cover letter, resume and professional references to Kathy Schneider at: kathy@stmargarethouse.org
- Review of applications will begin as they are received and will continue until the position is filled.