

Saint Saviour's Center

Job Description

Job Title:

Director of Development and Communications

Organization Profile:

Saint Saviour's Center hosts community outreach programs that promote health and well-being for people of all ages, from infants to seniors. The center offers two programs:

- *Healthy Living for Seniors*, a holistic approach to healthy aging
- *Healthy Baby*, which includes a diaper bank and a reading program for ages 0-4.

In addition, the center hosts four partner organizations: *Meals on Wheels*, *Wake Relief*, *Community Music School* and *Haitian Evangelical Community Church*. New programs are being explored as the center seeks to grow its support to the community.

Position Summary:

The Director of Development and Communications reports to the Executive Director and works closely with the Development Committee of the Board. This is a part-time position, 10-20 hours per week. Hours are flexible and will vary, depending on project or event schedules. Responsibilities include:

- Recruiting volunteers and organizing two large events per year, plus smaller events as scheduled.
- Coordinating the newsletter, website and other communications, ensuring that messages are consistent across all media forms.
- Creating an action plan to move to social media and electronic communication.
- Implementing marketing and annual campaign plans, working with the Executive Director to identify objectives.
- Coordinating communication efforts across churches, businesses, schools and civic groups.
- Reporting to the Board at monthly meetings.

Job Location:

Office space will be provided, but some work may be done from home. Arrangements should be made with the Executive Director.

Qualifications and Experience:

Bachelor's degree in marketing, communication, advertising, or 3-5 years experience working with non-profits in a fundraising capacity, or equivalent experience. Self-starter with ability to promote the organization and its programs. Experience with event planning, writing and coordinating newsletters, brochures and other marketing collateral. Web and graphic design knowledge is a plus.

Salary:

\$15 per hour

Benefits:

As a part-time position, this job offers flexible hours and no benefits.

Submit resumes to:

Sharon Hayes, Executive Director
Saint Saviour's Center
616 Tucker Street
Raleigh, NC 27603