



Job Description: Associate Development Director

Mission: "Equipping women, through the love of Christ, to Rebuild, Renew, and Restore their lives from the effects of domestic abuse and addiction."

Position: Associate Development Director

Department: Development

Responsible To: Development Director

Status: Full Time, 40+ hours weekly, occasional Nights and Weekends are scheduled.

Description: To assist with and contribute to fulfilling the mission and vision of SHOH by partnering with the Development Director to ensure effective structure in the Development department, contributing to marketing communication and fundraising activities.

Responsibilities:

- Assist the Development Director with contributions to marketing and development efforts in all areas of fundraising.
 - o Assist in coordinating and executing all fundraising activities, i.e., Iron Chef with Live and Silent Auction and the Run for Hope events.
- Assist and contribute to effective church and public relations efforts in coordination with the Executive Director and Development Director.
 - o Assist with and contribute to communications with newsletters, literature, website, media advertising, and direct mail campaigns and donor acquisition.
 - o Assist with processing and acknowledging donations and gifts to SHOH.
 - o Plan donor related activities.
 - o Oversee communications with mass and monthly donors.
- Other duties as assigned to assist the recovery program, as needed. See attached for additional information.

Requirements:

- Demonstrates a committed personal relationship with Jesus Christ that includes regular attendance to a Christian body of believers.
- Demonstrates appropriate behaviors and character traits of a Christian.
- Demonstrates passion for ministry and advocacy for women and women with children.
- Experience in marketing/development/fundraising (non-profit, human services organization preferred).
- Agrees with and can sign the Shirley's House of Hope Statement of Faith and Beliefs – see below.
- Pass a criminal background check.

Education/Experience:

- A bachelor’s degree is preferred.
- Computer and data entry experience are required.
- Excitement in working with the public through a service-oriented position is required.
- Marketing and Public Relations experience is preferred.

Skills and Abilities:

- Strong people and communication skills with demonstrated ability for proper use of English grammar. Strong public speaking skills are required.
- Ability to learn and manage software programs, i.e., donor database programs is required. A working knowledge of Microsoft Office (especially Word and Excel) is required.
- Ability to communicate with business professionals in our community and fit comfortably in social situations with these same individuals.
- Ability to work independently and with a team.

Benefits:

- The salary range is \$35,000 - \$45,000 commensurate with experience and education in this field.
 - o OT is paid for work over 40 hours per week.
- Two weeks paid vacation per year and five paid sick days.
- Flexible summer schedule. Flex summer schedules must be planned and approved in advance.
- A small office atmosphere where team members are treated with dignity.
- Coaching and mentorship with sound guidance and direction by Executive Director.
- On the job orientation, training, and support provided to effectively work in a ministry setting.

By my signature below, I state that I have received a copy of this job description and have reviewed the terms and have been provided the opportunity to review any questions with leadership at SHOH.

Signature of Employee

Date Signed

Signature of Witness

Date Signed

The remainder of this page is intentionally left blank. Please see next page to continue with this document.

STATEMENT OF FAITH

Shirley's House of Hope (SHOH) is committed to the proclamation of the Gospel in this ministry as we obey Christ's command in The Great Commission. Therefore, all employees of SHOH are committed to the following:

1. We believe in the verbal, plenary, inspiration of the Bible. We believe His word to be infallible and inerrant, our supreme authority in all matters of faith and conduct.
2. We believe in the One True God expressed as Father, Son, and Holy Spirit: eternally existent.
3. We believe in God the Father, Creator of Heaven, and Earth; Sovereign over all.
4. We believe in God the Son—God manifest in flesh—the Lord Jesus Christ, the world's only Savior. We believe in His pre-incarnate existence, His virgin birth, His sinless life, His vicarious death, burial and bodily resurrection, His ascension into heaven, His present mediatorial ministry, and His imminent personal return in power and glory.
5. We believe in God the Holy Spirit, who convicts the world of sin, regenerates all believers, indwells them, and enables us to live holy lives of witness for our Lord Jesus Christ.
6. We believe in the sinfulness of humankind. We believe that mankind is born separated from God and is subject to His eternal wrath and condemnation because of sin.
7. We believe in the salvation of everyone who confesses their sins, accepts God's forgiveness, and believes that Jesus is Christ the Lord. Salvation is provided freely by God's grace through the shed blood, sacrificial death, and bodily resurrection of our Lord Jesus Christ. Salvation is not obtained by our own works but is evidenced by good works once we receive this gift.
8. We believe in the bodily resurrection of all the dead: believers to the full enjoyment of eternal life in heaven; unbelievers to the full condemnation of eternal death in hell.
9. We believe in the local church and the importance of it in edifying and equipping the believer for the work of the ministry. Every believer should be a part of a local church, serve in the church and be accountable to the church.
10. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
11. We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His Church (Eph. 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

12. We believe that any form of sexual immorality (including adultery, fornication, cohabitation, homosexual behavior, rejection of one’s biological sex or use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
13. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).
14. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the ministry.
15. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

By my signature below, I state my commitment to uphold this Statement of Faith, that I have received a copy of this document and that I have been given the opportunity to discuss any questions or concerns with the leadership at SHOH.

Signature of Employee

Date Signed

Signature of Witness

Date Signed

This is the end of your primary job description. Please take note of any additional pages, as described in this Job Description, if applicable.

Other Duties –

Description: To assist with and contribute to fulfilling the vision and mission of SHOH by aiding the recovery program leadership with a variety of support functions for SHOH’s program environment.

Responsibilities:

- Assist the leadership and contribute to all areas of program support.
 - Reception duties: checking security cameras, answering the door and a multi-line phone system, appropriately greeting & assisting visitors and callers, accept and receipt donations.
 - Monitor the recovery environment during assigned slots – usually about 4 hours a week.
 - Program support: provide support during the Intake process, help with room cleaning/set-up, provide transportation or pickup medications - as needed, oversee medication times, receive and provide reports at shift change.