



## JOB DESCRIPTION

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| CLASSIFICATION:      | Exempt/Salary  |
| POSITION:            | Deputy Director Growth Strategies<br>& Liaison to President                            |
| EMPLOYMENT STATUS:   | Full Time  |
| SUPERVISOR:          | CEO/President, Founder   |
| ALIGNS CLOSELY WITH: | Donors<br>Sr. Management Staff<br>Administrator Technology Systems / Growth Strategies |

### **Function**

The **Deputy Director Growth Strategies / Liaison to President** position is responsible for managing the President's schedule and providing support to enhance relationship building with donors, foundations, and other funding entities. This position's responsibilities include, supporting planned giving functions, researching funding opportunities, updating and managing foundation and major donor data management systems.

### **ESSENTIAL DUTIES:**

#### Managing President/Founders' calendar and contacts

1. Work with the President to ensure effective scheduling and coordination of her travel to maximize her daily schedule, travel and appearances at special events.
2. Maintain the President's communications with the SHI Board of Directors

#### Major Donor Management

1. Manage correspondence from major donors as well as new and existing donors.
2. Participate in the preparation and implementation of an annual strategic development plan.

### **OTHER DUTIES:**

1. Work with teams, as assigned, as a dependable team member.
2. Supports the Strategies Department on data base reports and research as needed.
3. Provide collateral, planning, and implementation for SHI planned giving and other special events as requested.
4. Supports the President/Growth Strategies department with grant research and writing as needed.
5. Supports the President at annual events such and JuST DC.
6. Supports SHI staff with writing/editing material as needed.
7. Additional duties as assigned.

## **QUALIFICATIONS:**

1. Self-motivated and capable of working independently and meeting deadlines.
2. Ability to work on a team as a dependable member.
3. Have a positive “can-do” attitude and pleasant demeanor.
4. A minimum of five years professional/business experience, and record and project management.
5. A passionate concern for women in crisis and the eradication of sexual slavery.
6. Professional demeanor and excellent interpersonal and public communication skills.
7. Excellent written and oral skills.
8. Strong computer skills including Microsoft, Word, Excel, Power Point, Publisher, and Outlook. Preference given to Salesforce experience and WordPress familiarity.
9. Strong organizational skills, detail orientation, and ability to multi-task.
10. Job may require hours that exceed 8 hours per day and 40 hours per week, may include evenings, and weekends as needed to accomplish organizational mission.
11. Willing to travel to other locations as needed. Travel approximately 10% of time.
12. A strong customer service focus.

## **ABILITIES:**

1. Ability to stand or sit for prolonged duration
2. Ability to perform repetitive finger, hand, and arm movements
3. Ability to lift 25 lbs.
4. Talking-giving verbal instructions in close range, and speaking over the phone,
5. Able to perform simple math
6. Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
7. Ability to think critically and provide appropriate solution

**Work location:** SHI Headquarters in Vancouver WA.

## **Disclaimers:**

SHI is an “At-will” employer. This job description is provided for informational purposes only and does not form the basis of a contract. This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time.

Salary Scale: Beginning salary of \$45,000 - \$55,000 based on experience. 401k employee match available, health insurance benefit with \$100 employee contribution, and performance based salary increases.

**Qualified candidates should email to [jobs@sharedhope.org](mailto:jobs@sharedhope.org):**

- 1) Cover letter**
- 2) Resume**
- 3) A list of three (3) professional references with contact information (Name, Phone and email address)**

**Interviews of all qualified applicants will be in-person at the Vancouver, Washington Shared Hope office. Shared Hope cannot pay or reimburse travel costs for interviewees. The desired start date will be as soon as a qualified person is found for this position.**