



## **Director of Development and Communications Position Announcement**

St. Matthew's House (SMH) is pleased to announce an opening for the Director of Development and Communications. Founded in 1989, SMH became known as the "House with a Heart". The mission of SMH has focused on changing lives in a spiritual environment that is both compassionate and disciplined, as well as providing housing for the homeless and food for the needy. Over the past 22 years, SMH has expanded its outreach to include the Immokalee Friendship House, transitional housing in Golden Gate City (the Wolfe Apartments) and in 2010 SMH opened Justin's Place, a residence and faith based substance-abuse recovery program.

While SMH has grown, the need for its mission has become even greater. Even before the economic downturn, SMH has been at full capacity since 2005 and maintains a waiting list for families needing shelter. To address these challenges, SMH is preparing for a \$10+ million campaign to expand its facilities and services. The Director of Development and Communications will play a pivotal role in this campaign.

The Director of Development and Communications is a senior level position, reporting to and working in close collaboration with the President and CEO, the Board of Directors and the Campaign/Development Committee. The Development and Communications Department manages the organization's special friend and fund raising events, the communications and marketing program, researches and writes grants, conducts an annual fund drive (through mailings and direct fund raising appeals). Beginning in 2012 the department will also oversee the planned \$10 million expansion campaign. This position is offering a competitive salary and benefits.

### **QUALIFICATIONS:**

- Five or more years of experience managing communications and development programs with a thorough knowledge of all forms of fund raising including capital campaigns.
- A Bachelor Degree (B.A. or B.S.) from a four-year college or university in Marketing, Business Administration, Non-Profit Management or similar.
- Proven track record of success in communications and fund raising programs.
- Supervisory experience with staff and volunteers.
- Experience with fund raising or other similar database management software.
- Excellent analysis, budget management, organization, time management and interpersonal skills.
- Superior communication skills, both written and verbal.
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To apply, please send your letter highlighting relevant experience, qualifications and interest. Also, include your resume, salary requirements, and three professional references by January 2, 2012 to Peggy Mullins at St. Matthew's House 2001 Airport Road South, Naples, FL 34112 or by e-mail to [peggy@stmatthewshouse.org](mailto:peggy@stmatthewshouse.org)

*No phone calls or faxes please. St. Matthew's House is an equal opportunity and drug-free employer.*