



MARKETING AND ENGAGEMENT MANAGER
SAMARITAN VILLAGE, INC.
JOB DESCRIPTION

JOB TITLE	Marketing and Engagement Manager
TYPE	Full-Time / Salary
SUPERVISOR	Director of Development
SALARY / RATE	\$40,000-\$45,000
LOCATION	Orlando, FL
HR CONTACT	jobs@samaritanvillage.net
ABOUT US	The mission of Samaritan Village, Inc. is to provide a safe place where women that have been recovered from sex trafficking can heal from trauma, recover from addiction, and take back their lives to become catalysts for change in their communities. Our vision is to see all communities where women are free from sexual exploitation and are being restored to wholeness in Christ. We are a 501c3 nonprofit founded in 2009.
POSITION DESCRIPTION	<p>The Marketing and Engagement Manager serves a key function of Samaritan Village, Inc. (SVI) by overseeing the organizational operations as it relates to development, marketing, community engagement, volunteers, and administrative support. This role is dynamic and allows the individual to participate in various mission-focused areas of operations.</p> <p>This role includes providing day-to-day support to the Director of Development in all development and marketing initiatives. This role also serves as the Volunteer Manager, cultivating and managing volunteers to support programming and operational goals.</p> <p>This position will allow you to be part of a team and mission that deeply impacts the lives of survivors in Orlando and beyond. You will be working closely on a team and with staff who care. Prepare to have fun, work hard, and be a catalyst for change!</p> <p>This is a full-time, salaried position.</p>
ESSENTIAL RESPONSIBILITIES	<p>Development (35%)</p> <ul style="list-style-type: none"> ● Provide a broad range of support to the Director of Development <ul style="list-style-type: none"> ○ Assist with managing annual grant cycle ○ Assist with donor stewardship and donor relations ○ Assist with all fundraising events

	<ul style="list-style-type: none"> ● Attend meetings and engagements to provide administrative support—preparing materials and presentations, note taking, photography, ● Maintain and grow community partnerships established by Executive Director and Director of Development <p>Marketing Management (35%)</p> <ul style="list-style-type: none"> ● Develops and maintains an annual, quarterly, monthly content calendar ● Develops, implements, and manages innovative and data-driven marketing campaigns for SVI ● Design and create content for use on website, blog, digital campaigns, social media, etc. ● Produce monthly newsletter and distribute to email marketing list ● Manages website and social media accounts ● Manage communications between SVI and marketing contractors ● Researches opportunities for community outreach, events, and partnerships <p>Volunteer Management (20%)</p> <ul style="list-style-type: none"> ● Develop a robust Volunteer Program that manages the recruitment, training, and utilization of all volunteers for SVI and the Residential Programs <ul style="list-style-type: none"> ○ Recruits volunteers through community relations, church partnerships, etc. ○ Manages the SVI volunteer forms and database tracking volunteers and their hours served ○ Responsible for training and onboarding volunteers ○ Responsible for all volunteer communication and scheduling for SVI and Residential Program ○ Gather volunteer stories, feedback, and reviews. ○ Responsible for coordinating volunteer stewardship events and plans, including volunteer appreciation, birthday celebrations, and life event acknowledgement ○ Supervises volunteers; administers policies and procedures; promotes positive performance and outcomes for the ministry <p>Administrative (10%)</p> <ul style="list-style-type: none"> ● Triage and disseminate incoming communications (email, website, phone, etc.) ● Assist with essential daily office tasks and responsibilities ● Managing “In-Kind” Donations ● Tracks SVI events and speaking engagement ● Fulfill any other administrative duties as assigned
<p>SKILLS & ABILITIES</p>	<ul style="list-style-type: none"> ● Ability to uphold the Christ-Centered principles and support the Vision, Mission and Values of Samaritan Village, Inc. ● Excellent written, verbal and organizational skills are required ● Experience creating and managing a content calendar ● Ability to work efficiently both independently and collaboratively ● Proficiency in internet, and Microsoft Office Suite programs (Word, Excel, Power Point) and Google Suite ● Strong interpersonal skills - Be able to effectively give and receive feedback, and maintain positive professional relationships

	<ul style="list-style-type: none"> • Decision Making—Ability to make sound and timely judgment in the interest of Samaritan Village's mission • Professionalism/Role Modeling—Ability to work independently, take initiative, prioritize workload and meet deadlines. MUST be proactive and detail-oriented
EDUCATION & EXPERIENCE	<ul style="list-style-type: none"> • Bachelor's Degree in marketing, communications, public relations, or a related field. • 1-2 years of Marketing/Communication experience • 1-2 years of Development/Fundraising experience • 1-2 years of Volunteer Coordination experience • Experience in a nonprofit organization is a plus!