**The Sanctuary Counseling Center**

**Position Title:** Operations and Development Manager

**Positions Status:** Regular, Full­-time

**Reports To:** Clinical Director

**The Organization**: Sanctuary Counseling Center (SCC) is a fast growing nonprofit counseling center whose mission is to provide affordable counseling to vocational ministry workers and their families in Memphis.

**Key Responsibilities**: The Operations and Development Manager plays a critical role in keeping the office and development efforts functioning smoothly, interfaces with key stakeholders such as board members, donors and partners, and helps identify, secure and engage donors and funders. The ODM will be responsible for building a fundraising and communication program that will ultimately raise $350,000.

The ideal candidate for this position should possess excellent management and communication skills, outstanding attention to detail, be creative, flexible and is a problem solver. This individual is also someone who enjoys a variety of duties throughout the day, is personable, goal driven and works well in a faith environment. This position requires someone who is customer-service oriented, self-directed and comfortable learning and leveraging technology in their work.

**Essential Job Functions:**

**Operations:**

* Manage all aspects of day-to-day office functions.
* Coordinate all communications and logistics related to the board and board committees.
* Responsible for the management of office resources, vendors, technology and supplies.
* Maintain up-to-date versions of important/corporate documents as required by law (for example, board meeting minutes, foundation bylaws) and communicate with clinical director to ensure annual review of such documents and processes.

**Development:**

* Learn and build an infrastructure for the full breadth of fundraising operations to include annual fundraising projections, developing and implementing a fundraising plan and maintaining donor recruitment and retention efforts.
* Manage the organizations data management system to ensure accurate record keeping, data entry, gift processing, donor acknowledgement, cultivation and stewardship.
* Work with Clinical Director to identify and research potential funding sources
* Oversee system for donor prospecting, research and pipeline development.
* Draft grant proposals, reports and correspondences for funders and be responsible for their timely submission.
* Prepare packets, background materials, and research to present to funders.

**Communications:**

* Engage donors and sponsors throughout the year through events and regular communications.
* Oversee the SCC website.
* Ensure marketing materials for both patients and donors are timely and relevant.

**Qualifications:**

* Bachelor’s Degree or equivalent is desired
* Exceptional organizational skills are a must
* Ability to prioritize multiple tasks and deadlines
* Strong written and verbal communication skills
* An entrepreneurial work ethic and a desire to “get the job done”
* Eagerness to work collaboratively in a small, fast-paced, team-oriented environment
* Knowledge of Microsoft Office (Word, Excel, PowerPoint)
* Interest and commitment to enhancing the effectiveness of nonprofit organizations
* Some knowledge in computer support and operations, preferred

**Compensation**

This is a full-time, salaried position with a competitive benefits package and salary range of between $50,000 - $75,000 commensurate with skills and experience.

Please remit resume and cover letter to Liz Garrott at [liz@sanctuarycounselingcenter.org](mailto:liz@sanctuarycounselingcenter.org).