

SANTA MARIA



Organization: Santa Maria Hostel
Job Title: Senior Director of Community Engagement
Department: Development & Communications
Reports To: Chief Development & Communications Officer
FLSA Status: Exempt
Salary Range: \$55,000-\$63,000 annually

Email cover letter and resume to Rachael Wright at rwright@santamariahostel.org

About Santa Maria: Santa Maria was founded in 1957 with the mission to empower women and their families to lead healthy, successful, productive and self-fulfilling lives. Today Santa Maria is one of Texas' largest providers of substance use treatment services for women and one of the only programs in the state where a mother may bring her children with her into treatment. Santa Maria provides services to more than 10,000 women, children and family members annually to help them achieve long-term health and wellness and reach their full potential in life.

Position Summary: The Senior Director of Community Engagement is responsible for establishing partnerships with volunteers, corporate partners, community organizations, faith-based organizations and other non-profit agencies to secure financial donations, gifts in-kind, workshops and/or other resources required for the operations of Santa Maria's programs.

Essential Duties and Responsibilities

Volunteers

Manages a comprehensive volunteer program including individual and group volunteers.
Maintains close communication with key program staff to learn about volunteer needs and requirements.
Serves as the initial point of contact for all volunteers and volunteer groups. Explains volunteer opportunities and in-kind needs.
Onboards individual volunteers via screening, selection, orientation and training.
Coordinates all one-time volunteer events.
Works closely with the fund/development team to cultivate volunteers into donors.
Tracks all volunteer contact information, schedules and hours given to Santa Maria.

Community Partners

Attracts and recruits new agencies and organizations to Santa Maria as needed and desired for programs.
Assists with MOU's, onboarding, training and data entry/record keeping for new partners.
Ensures that agency communication and stewardship efforts reach our partners.
Engages with community partners to provide continuing education and training opportunities for the staff.

In-Kind Donations

Coordinates all in-kind donations from first contact to delivery to secure storage, receipt and record-keeping.

Keeps updated list of basic needs with regular communication with Santa Maria leadership staff.

Organizes donation drives among community groups.

Internal Community Engagement

Engages with the participants and staff building activities and community.

Builds and coordinates a celebrations calendar to distribute in-kind donations for seasonal needs and gifts.

General

Attends meetings, seminars and trainings as required

Assists in organizing fundraising events and other organizational events as required.

Supports the activities of communications and marketing team as needed.

Undertakes any secondary tasks and responsibilities for robust community engagement program.

Enhances professional expertise through membership in applicable professional organizations and participation in continuing education related to assigned responsibilities.

Troubleshoots volunteer and partner needs to ensure the experience is beneficial for all involved.

Other duties as needed to promote community engagement and the mission of Santa Maria.

Education/Experience: Bachelor's degree in business administration, Social Science or related from a four-year college or university and a minimum of five years of fundraising and/or volunteer management work experience.

Certificates and Licenses: Texas Driver's License and proof of current insurance.

Approval Requirements: Must be able to pass a TDCJ/HCS CD background checks. Must have reliable transportation to travel between Santa Maria facilities. Flexibility to work evenings and weekends as needed.

Please send cover letter and resume to Rachael Wright at rwright@santamariahospel.org