

## **Peninsula Shepherd Center**

Position Title: DIRECTOR (32 per week)

Peninsula Shepherd Center is a non-profit faith-based organization serving the senior population of the Point Loma and Ocean Beach areas of San Diego.

### **RESPONSIBILITIES:**

#### **OUTREACH:**

Reporting to the PSC Board of Directors, provide guidance to create a development plan for the Center.

Develop presentations and address service clubs, church congregations, and others to promote the center's services, raise funds, and recruit volunteers to support and expand the center's programs. Represent the center to other social service organizations as needed and appropriate.

#### **FUNDRAISING:**

Develop, launch, and implement fund-raising campaigns for current needs. Research and develop an endowment fund to attract individual donors. Compose and implement production and mailing of annual solicitation letter.

#### **GRANT WRITING:**

Research and write all grant proposals. Responsible for all grant reporting and grant follow up.

#### **OFFICE OPERATIONS:**

Oversee work of administrator and clerical support who manage successful "in place" programs. Work with staff to establish staff responsibilities to meet other established goals and supervise their implementation. Manage operation's budget and provide monthly reports to the Board. Other duties as assigned.

#### **REQUIEREMENTS:**

B.A. required. Experience in developing presentations and speaking in public. Experience in creating and successfully implementing fund-raising campaigns.

Office management and grant writing experience. Excellent verbal and written communications skills. Excellent inter-personal relations skills. Background working with seniors a plus.

COMPUTER SKILLS:

Proficient in Windows 7, Microsoft Office 2010, including Microsoft Publisher, and Quicken.

5+ years related experience

Email resume to: [searchcommittee@sdpsc.org](mailto:searchcommittee@sdpsc.org)

Fax resume: (619) 523-8944

Send resume: Peninsula Shepherd Center, 1475 Catalina Blvd., San Diego, CA 92107