

## **Regional Manager, Distribution Team General Overview**

The role of Regional Manager, Distribution Team is one that merges two areas of focus within Samaritan's Feet: Development and Program Management. Each RM will be assigned geographic and/or targeted areas in which they will be responsible for all functions ranging from identifying/approaching potential partners to execution of events and collection of all funds. Areas of engagement include (but are not limited to): Sole Society (Monthly Donor Program), Women's Ambassadors, Signature Events (gala, golf tournaments, etc.), Church Speaking Engagements, Shoe Drives, International Mission Trip Recruiting, and all Shoes of Hope programs. Performance will be measured against individual goals outlined by supervisor.

## **Responsibilities**

While not all the specific responsibilities and tasks of this position can be identified within this document, some of the most visible and important include:

### **Development**

- Identifying, cultivating, building, and maintaining relationships with partners (past, current, and potential) to include (but not be limited to) churches, coaches, individuals, businesses, civic groups, athletic organizations, schools, and non-profits within assigned area of responsibility.
- Logging appropriate information on contacts, interactions, etc. into the Raiser's Edge database.
- Collecting Application forms, MOUs, and Volunteer Forms for all events.
- Pursuing funding/donation opportunities that are both "designated" (for specific use, usually an event) and "un-designated" (for general organizational use).

### **Operations**

- Executing events that are assigned.
  - Attending/leading assigned events.
  - Helping with recipient identification, including shoe sizing.
  - Helping with event location identification.
  - Helping with volunteer recruitment.
- Keeping Domestic Program Manager and Tracking spreadsheet updated on various statuses/other information related to events that are assigned.
- Working with finance related to all funding.
  - Submitting invoice requests (Finance will create).
  - Collection of all funds (working with Finance to make sure all is accounted for and designated appropriately).
- Creating Work Orders/Event Planning Workbooks for all events assigned.

## **Qualities Needed**

- Ability to work independently and make decisions.
- Ability to speak publicly to small and large groups.
- Self-motivated with ability to motivate/influence others.
- Flexible schedule.
- Knowledgeable of Microsoft Suite- Excel, word, etc.
- Strong relational skills (ability to exhibit patience, enthusiasm, kindness, compassion, and a gracious demeanor with all Samaritan's Feet partners including volunteers, donors, corporate sponsors, staff members, regional coordinators, surprise guests, etc.)
- Ability to problem solve.
- Ability to multi-task and set priorities.
- Maintain flexibility with daily job responsibilities.

**Other Functions**

- Regular attendance on weekly Distribution Team call (unless unable to due to travel, vacation or conflict meetings).
- Creating and monitoring own P&L with respect to revenue brought in and expenses going out (including event expenses).
- Helping out others on the team with activities outside area of responsibility when requested.
- Reaching out to volunteers in area that express interest (via SF website) in serving.
- Leading international mission trips (if desired and available).
- In some cases you may be assigned a certain “specialty group” outside your geographic area for which you will be responsible (example: coaches, civic organization, etc.).