



**THE JESUIT
RETREAT CENTER
OF LOS ALTOS**

Development Specialist Job Description

OVERVIEW

The Jesuit Retreat Center of Los Altos believes that “Retreats Change Lives.” JRC has offered the opportunity for people to break away from the rush of their daily lives to experience quiet times of prayer since 1925.

Our Mission

The Jesuit Retreat Center of Los Altos, a community of prayer, offers the Spiritual Exercises of St. Ignatius Loyola to all. Through our sharing of the Exercises, rooted in the Word of God and in the Catholic tradition, the Spirit frees minds and hearts to mature in friendship with Christ, to find God in every aspect of experience, and to live Gospel values.

Retreats and Facilities

The Jesuit Retreat Center of Los Altos is the only Jesuit retreat center west of the Rockies and is the largest Catholic center of its type in the western half of the United States. We fulfill our mission by providing numerous retreats, workshops, training programs, and individual direction to thousands of individuals who come to the Retreat Center each year.

The Retreat Center is planning a capital campaign and a new legacy society has been launched. We are seeking a highly motivated Development Specialist who will support these initiatives and the growing development program.

JOB PROFILE

Reporting to the Development Director, the Development Specialist will be responsible for maintaining the database, and managing all aspects of the grant program from researching private and public sources to maintaining the foundation pipeline, as well as writing and submitting proposals and reports. The Development Specialist will assist with events and marketing, and engage with Board members, volunteers, donors, supporters, and staff.

QUALIFICATIONS

Proficient in DonorPerfect or other comparable data base systems.

Organizational, and time management skills, strong and effective multitasking skills. Accuracy and attention to detail is important as well as flexibility to meet the evolving needs of the Development Department.

Excellent computer proficiency with Microsoft Office 365, and able to quickly learn various computer programs

Maintain confidentiality and appropriate professional boundaries with constituents. High level of ethics, integrity, and transparency.

Effective fundraising, marketing, or general business administration writing skills.

Work with limited or direct supervision.

Work independently and as part of a collaborative team effort.

Able to occasionally work flexible hours.

Familiarity with Jesuit identity and Ignatian spirituality a plus.

Understanding of and ability to communicate the mission and values of the Jesuit Retreat Center of Los Altos

EDUCATION

Bachelor's Degree in Business, Non-Profit Administration, English, or related field.

DUTIES (include but not limited to)

Maintain DonorPerfect Database: gift entry, profiles reports, records, etc.

Maintain and strengthen database processes.

Function as the point-of-contact to resolve database issues.

Research and submit grant proposals; manage foundation pipeline.

Assist with fundraising events and activities.

Regularly reconcile with finance to ensure accurate data reporting on both the Development & Finance team.

Help coordinate mailings including newsletters, annual reports, print and digital campaigns, and special event mailings.

Attend staff meetings

Other duties as assigned.

SALARY

\$60,000 annually

BENEFITS INCLUDE

10 days or 80 hours PTO annually

10 Paid Holidays

Medical / Dental / Vision Insurance

Retirement Plan

Life / Accidental Death Insurance

Send resume to Dyane Hendricks at dhendricks@jrclosaltos.org

The Jesuit Retreat Center of Los Altos makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. The Province hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.