About the Jesuit Retreat Center of Los Altos:

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.

Our retreat center 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. Our mission is to bring people closer to God. We fulfill our mission by providing numerous retreats, workshops, training programs, and individual direction to thousands of individuals every year.

The Spiritual Exercises of Saint Ignatius Loyola are foundational in all that we do. We live by the Ignatian norm that calls us to find God in all things; to discover where God will best be served and where people will best be helped; to show love in deeds and not just in words.

The spiritual foundation of the retreat center has remained unchanged since hosting its first retreat in 1925. We consider the Spiritual Exercises of Ignatius Loyola as a blueprint for spiritual progress. With the guidance of the Exercises, we encourage retreatants to experience a closeness with God that enhances all aspects of life — from personal relationships to career and the routine of daily life.

Position Summary:

The Director of Development will cultivate high-level new and existing external partnerships in order to develop and advance the fundraising goals and community awareness of JRC; be the key leadership in gift cultivation, solicitation and stewardship efforts of major donors capable of making gifts of $5,000 and up range; and work collaboratively with senior JRC leadership to plan and manage development strategy with the objective of substantially increasing and sustaining philanthropic engagement and contributions.

The position requires significant strategic thinking and donor management; exceptional communication and interpersonal skills are required, including written, verbal, and personal contact with donors and their advisors.

This position offers the opportunity to shape JRCs community awareness, to build, implement, and grow the development departments revenue infrastructure; to be part of a staff where your input and expertise will be valued; and the ability to impact people through the Spiritual Exercises of St. Ignatius Loyola throughout our region.

Job Description

Reporting to the Executive Director, the Director of Development will work closely with the Executive Director, Board of Directors, and administrative team. The JRC administrative team consists of a total staff of three individuals including; a communications and marketing coordinator, a reservations coordinator and an accounting manager.
Specifically, the Director of Development and will have the following responsibilities:

**Development and Fundraising:**

- Supports the Executive Director, Board of Directors and other JRC team leaders in all aspects of fundraising, specifically through strategic and operational planning guidance and by ensuring that required infrastructure and support services are in place;
- Raise between $500,000 - $600,000 annually through all development channels – individual donors, foundations and grants, appeal campaigns, board participation, social media and on-line donations and special events;
- Accountable for coordinating ongoing annual giving strategy and meeting annual fund development financial goals including general accountability targets associated with these goals;
- Manages all donor cultivation, solicitation and recognition, including creation of key prospect lists, submission of detailed monthly activity reports, and specific moves management strategies and progress updates;
- Manages a portfolio of major key donors and coordinating visits, meetings and events with the executive director, board members and potential gift donors;
- Provide overall leadership to the development team, and motivate, inspire, manage, and develop staff so they are informed and committed to working effectively toward continual process improvement;
- Prospect potential funding streams with a long-term relationship approach from all sources (foundation, major donor, individual, corporate, government), and develop new funding partnership opportunities;
- Lead and cultivate lasting relationships with donor prospects with leadership, program staff, and Board;
- Develop, draft and edit funding proposals for our specific program areas as well as for general organizational support;
- Develop and maintain detailed grants management database, records, and systems for tracking performance metrics– capturing details of logistics, efficiencies, effectiveness, expenses, and impacts made;
- Manages and oversees the communications and marketing coordinator with maintaining the website and building community awareness through social media channels;
- Actively seeks out opportunities for investment, revenue generation and strategic partnerships;
- Maintain knowledge of current planned-giving opportunities, including basic tax-law aspects/advantages;
- Plan, execute, and implement an annual fundraising event to increase visibility and awareness of JRCs impact and mission;
- Oversees development and execution of all proposals to foundations, businesses, and individual donors with a long-term relationship-management approach;
- Monitors all donor information; provides and presents statistical analysis to board and senior leaders.

**Leadership and Change Management:**

- Systematically cultivates and maintains long-term, collaborative relationships with key internal and external stakeholders and with selected organizations to achieve mutual goals;
- Support and continue to develop the social media and other appropriate marketing strategies with our Web Content staff that affect JRCs community growth and awareness;
• Develop and manage occasional cultivation activities and events as part of a larger departmental strategic plan for prospect identification and cultivation.
• Acts as a representative and ambassador to the local community and nationally to promote positive relationships and strong partnerships for the benefit of the organization

Qualifications:

• Bachelor's degree in an appropriate field; Master's is a strong plus.
• 5+ years' experience in management level development and fundraising with demonstrated success in increasing revenue and establishing strong relationships with funders and donors;
• Experience in individual giving, including major gift cultivations/solicitations and campaign (theme-based) development; building and managing a donor pipeline; soliciting high-level decision makers and closing business; and comfortable making cold calls and setting appointments.
• Exceptional written, verbal, and interpersonal communications skills; exacting organizational practices.
• Exceptional project and solid staff management skills with demonstrated success in leadership.
• Experience in budget development and tracking of actual revenue/expense progress.
• Experience creating and presenting polished marketing materials with a high degree of professionalism.
• Must be a self-starter and possess the ability to take ownership of the Development division and accountability for achieving donation and sponsorship goals and growth.
• Ability to work closely and cordially with co-workers and allies;
• Affinity for small, faith-based organizations;
• Excellent ability to communicate our mission, impact, growth trajectory, and programs.

Compensation
Commensurate with experience.

Please submit resume and cover letter in PDF format and send to the Executive Director, Fr. Chi Ngo, S.J. at engo@jrclosaltos.org, with subject line Director of Development. Review of resumes will begin immediately upon receipt.