



Jesuit Refugee Service/USA

Development Officer, Individual Giving

The mission of Jesuit Refugee Service/USA (JRS/USA) is to accompany, serve, and advocate for refugees and forcibly displaced persons. JRS works in more than 45 countries worldwide to meet the educational, health, psycho-social and emergency needs of nearly 750,000 refugees and other forcibly displaced persons regardless of race, ethnic origin or religious beliefs.

Job Description

JRS/USA is seeking an experienced professional to join its Development team as Development Officer, Individual Giving, reporting to the Director of Development. The Development Officer, Individual Giving works as a part of the Development team to raise private funds to support the work of the organization. This includes responsibility for communication with and stewardship of annual and recurring donors, managing online fundraising activities, coordinating special events, supporting volunteer groups, and managing donor facing aspects of gift processing and acknowledgement. The position requires coordination of elements designed to enhance positive relations with all donors.

General Responsibilities

- Manage cultivation and stewardship efforts for all individual donors, including monthly donors, annual donors, online donors, and event attendees
- Coordinate closely on gift processing, including management of gift acceptance, creation of batches, signing acknowledgement letters, and managing appropriate online communications
- Manage online giving tools (Cart, Peer to Peer Fundraising, Donate page, social media , etc.)
- Work with Director of Development and Assistant Director of Development to identify and cultivate major donor prospects
- Manage all aspects of direct mail and online solicitations and other mailings to individual donors
- Research, design, and implement new donor recognition and cultivation event opportunities
- Respond to donor inquiries
- Manage special fundraising events and support outreach events as needed
- Manage cultivation of specific local “Friends of JRS” groups
- Coordinate with Development team to ensure proper entry of gifts and timely acknowledgement
- Manage other aspects of donor relationships including receiving and handling donor inquiries, organizing visits, managing event RVSPs, etc.
- Support other initiatives taken on by the Development team as needed

Qualifications

- Bachelor’s Degree in relevant field



- Minimum of three to five years of Development or directly relatable experience. Prior experience with individual giving, annual giving, and/or online giving preferred.
- Excellent interpersonal, verbal, written, analytical and organizational skills.
- The ability to develop and cultivate positive relationships with colleagues, donors and prospective donors.
- Excellent attention to detail.
- Ability to manage time effectively and manage multiple priorities.
- Excellent computer skills, including Microsoft Office and development software. Experience with Salesforce and related applications a plus.
- Familiarity with the Society of Jesus a plus.

Please submit resume and cover letter to Clare Bonignore at clare.bonignore@jrsusa.org by August 31, 2018.

No phone calls, please.

JRS/USA is an Equal Opportunity Employer.