

Jesuit Refugee Service/USA
Assistant Director of Development

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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 Assistant Director of Development, reporting to the Director of Development. The Assistant Director is responsible for planning and implementing a major donor program to meet the overall major gifts fundraising goals of JRS/USA, including the Global Education Initiative Capital Campaign. He/she is responsible for direct solicitation of gifts, managing a portfolio of major gift prospects, and creating or enhancing relationships with current and prospective donors.

Responsibilities

- Plans and executes a strategic and comprehensive major gift fundraising program for unrestricted support and program-designated giving.
- Serves as deputy to the Director of Development and plays a leadership role in ensuring that JRS/USA meets overall fundraising goals for unrestricted and restricted support.
- Manages a personal portfolio of 150+ active prospects and donors, including identification, cultivation, solicitation and stewardship.
- Directs and supports the fundraising efforts of the Executive Director, Director of Mission and other key JRS/USA representatives, including volunteer leaders.
- Conducts donor and prospect analysis, including review of wealth screening results.
- Collaborates with staff and volunteer leadership to identify and prioritize prospects.
- Reports regularly on the “moves management” progress of major donors and prospects and on progress toward monthly and annual objectives.
- Develops donor recognition levels and recognition opportunities.
- Creates, inspires, and maintains donor loyalty, interest and enthusiasm through stewardship, communication and activities designed to express recognition, appreciation and impact of their gifts.
- Works with the Communications team to produce print and web based materials, ensure appropriate recognition in Annual Report and other vehicles, and prepare written funding proposals and reports.
- Works closely with JRS/USA Programs team on management of donor funded projects to produce timely and appropriate proposals and reports for donors.
- Attends local, regional, and national JRS/USA-sponsored functions, as needed.

Qualifications

- Bachelor's Degree.
- A minimum of five years of Development, Advancement, or directly relatable experience. Prior experience with major gift program management and acquisition preferred.
- Excellent interpersonal, verbal, written, analytical and organizational skills.
- The ability to develop and cultivate on an ongoing basis positive relationships with colleagues, donors and prospective donors.
- Excellent computer skills, including Microsoft Office and advancement software. Blackbaud E-Tapestry or Raiser's Edge a plus.

How to Apply

Please submit resume and cover letter (with salary requirements) to JRSJobs@jesuits.org by June 30.