



Director of Development Baltimore, MD

JVC engages brave young believers in life-changing service, living and working with those in need to build a more just and hopeful world. This is no small task. We are looking for passionate, dedicated, resourceful and creative people to help ignite the message of the Jesuit Volunteer Corps to prospective volunteers and our loyal supporters.

Applications to this role are to be submitted via email to careers@jesuitvolunteers.org by attaching a resume and cover letter in PDF or .doc format.

Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.

General information / Position in the organization			
Job Title	Director of Development	Version	
		Date	11/14/18
Reports to	President		
Direct reports	Development Manager, Development Associate, and Grant Writer		

Job context / Job purpose
The Director of Development will be responsible for cultivating and requesting gifts from individuals, foundations, and religious institutions. He/she will work closely with the President, the Director of Finance and Administration, the Board of Directors and the Resource Development Committee.

Responsibilities
<ul style="list-style-type: none"> • Lead the development and oversee the implementation of a comprehensive fundraising plan that includes, but is not limited to, major gifts, planned giving, foundation support, and annual appeals. • Manage a portfolio of donors by creating and executing strategies for the identification, cultivation, and stewardship of current and new donors, including individuals (major donors and planned giving) and foundations. • Cultivate major donors through face-to-face meetings and targeted gift requests. • Develop effective fundraising appeals, gift request letters, grant proposals and reports to targeted audiences. • Work with Communications staff to communicate JVC's mission and fundraising priorities to external constituencies. • Manage and communicate regularly with Board members, staff, and volunteers and guide them towards greater involvement in fundraising. • Work closely with the Resource Development Committee and coordinate all Board fundraising efforts. • Maintain and report on annual metrics that demonstrate trends in fundraising and donor activity. • Manage staff including the Development Manager, Data Entry staff, and Grant Writer.



JESUIT VOLUNTEER CORPS

DARE TO CHANGE

Requirements: knowledge, skills and experience

- At least five years of professional experience in development with a proven record of success in meeting annual fundraising goals, including experience with major donors and foundations.
- Proven success in cultivating, requesting, and stewarding gifts of \$5,000+.
- Ability to act collaboratively, think strategically, recognize opportunities, identify high return activities, and prioritize them to attain goals.
- Excellent communication skills with the proven ability to communicate effectively in writing and in person.
- Familiarity with Development Office administration.
- Experience working with Raiser's Edge preferred
- Ability to travel nationally
- Strong commitment to JVC's mission and values