



**Ignatian Spirituality Project  
Director of Advancement  
Job Description**

LIGHTING THE PATH

**Mission:** The Ignatian Spirituality Project (ISP) provides experiences of hope, belonging, and healing to men and women who are in recovery from homelessness and addiction. Through retreats, days of reflection, and on-going spiritual reflection run by volunteer teams, ISP offers participants a chance to reclaim their dignity and to recover hope for a meaningful life. Founded in 1998, ISP is a ministry of the Midwest Jesuits; the retreat program is informed by the wisdom of Ignatian spirituality and 12-step recovery programs. ISP programs, run by volunteer teams trained by a central network office, operate in 29 cities across the U.S., Canada, and Ireland. Now entering its 3<sup>rd</sup> decade, ISP is growing in both depth and width, and is a national model for a vibrant, sustainable ministry. The Director of Advancement will play a key role in shaping the future direction of this dynamic, evolving, mission-driven organization.

**Position Description:** ISP is seeking an accomplished, visionary fundraising expert. Reporting to the ISP Executive Director, the Director of Advancement is responsible for all fundraising and development activities, with an emphasis on cultivating, securing, and retaining major gifts. She/he takes the lead on establishing and implementing a development strategy needed to sustain an annual budget of \$1.5M through major gift solicitation and stewardship, annual appeals, special events, corporate and foundation support, internal and external communications, and support of the 29+ ISP affiliates and their fundraising activities. As part of the management team, she/he will play a critical role in the guiding and executing the organizational strategic plan over the next 3 years. The Director of Advancement will “own” the development shop, but spend the majority of her/his time, in partnership with the Executive Director, on the major gift initiative described below. The right candidate will be passionate about ISP’s effort to *light the path* by bringing hope, healing, and transformation to people recovering from homelessness and addiction.

**Responsibilities:**

*Advancement*

- In collaboration with Executive Director, create and implement an overall development strategy for the ISP’s philanthropy goal of \$1.5M annually.
- Conduct major gift initiatives, such as stewarding current donors, developing a pipeline of new donors, strategizing for major gift asks, conducting visits and asks where appropriate, and developing written cultivation materials.
- Supervise 2 FTE development staff with responsibilities including but not limited to grant writing and foundation management, local affiliate fundraising efforts, support of events and solicitation appeals, donor processing and database management.
- Oversee internal and external communications for the organization, including supervising 1 communications staff person.
- Provide leadership for affiliate fundraising, cultivation events and the annual appeal strategy.
- Establish and launch planned giving strategy.

### *Organizational Leadership*

- Cultivate relationships with the Board of Directors and development committee of the Board.
- Gather, analyze and present information regarding key development activities and results to the Board.
- Develop and manage annual development budget.
- Provide leadership and guidance on the strategy, vision, and direction of the organization.

### **Preferred Qualifications**

- Five (5) or more years of non-profit fundraising/advancement experience with a track record in stewarding major donors and securing 5- and 6-figure major gifts
- Bachelor's Degree required; advanced degree preferred
- Experience in and ability to be successful in face-to-face solicitation
- Ability to build and maintain rapport with donors
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work both independently and with a team
- Strong organizational and time management skills with exceptional attention to detail
- Passion for ISP's mission and the energy, enthusiasm, and ability to tell the Organization's story in a compelling fashion to current and potential donors via a variety of communication methods
- Proficient in Microsoft Office and fundraising software (DonorPerfect or equivalent)
- Available for some travel (approx. 20% of job) throughout the 29+ city ISP Network

Location: While our headquarters are located in Chicago, we are open to a remote position for the right candidate (must be based in the United States).

Salary and Benefits: Salary range is commensurate with experience. ISP also offers an excellent benefits package, including generous medical, dental, vacation, PTO, and FMLA policies, office closure between Christmas and New Years, and the potential for part-time telecommuting. (During COVID-19, all staff are telecommuting full time).

To apply, send a cover letter and resume to [tom@ispretreats.org](mailto:tom@ispretreats.org).

The Ignatian Spirituality Project is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Except where prohibited by state law, all offers of employment are conditioned upon successfully passing a background check.