

# Position Posting

USA Northeast Province of the Society of Jesus  
Office of Ignatian Spirituality

**Position Title:** Advancement Assistant  
**Employment Status:** Part-Time (approximately 10 hours per week)  
**Location:** Works Remotely  
**Reports to:** Communications and Advancement Manager

## Summary:

The Office of Ignatian Spirituality (OIS) is seeking an advancement professional to assist the Communications and Advancement Manager with the organization's growing communications and development operation. This is a part-time position (approx. 10 hours per week) and is performed remotely on a flexible schedule with occasional local or regional commitments.

The successful candidate will be self-motivated, flexible, familiar with nonprofit advancement, and passionate about the Jesuits and the mission of the Office of Ignatian Spirituality.

## Position Responsibilities:

- Manage the donor acknowledgement process, including drafting acknowledgement letters.
- Assist with the management of websites, email marketing, and social media communications.
- Assist with database management, including data entry and reporting.
- Collaborate on major communications projects, including website development and targeted communications campaigns.
- Provide support for projects as needs arise.

## Experience and Qualifications:

- Bachelor's degree preferred.
- Excellent written and verbal communications skills required.
- Proficiency with Microsoft Office, including mail merge feature in Word required.
- Experience working with donor databases (e.g. Donor Perfect Online) and/or experience working with email/e-newsletter publishing platforms (e.g. Constant Contact) preferred.
- Strong interpersonal skills, a sense of humor, ability to collaborate, organization, creativity, attention to detail a must.
- Bilingual (English and Spanish) preferred.
- Familiarity with Ignatian spirituality preferred.

## About the USA Northeast Province of the Society of Jesus:

The Society of Jesus, often referred to as "the Jesuits," is a Roman Catholic order of priests and brothers founded in 1534 by the soldier-turned-priest Ignatius Loyola. The USA Northeast Province of the Society of Jesus (UNE), is a group within the Society of Jesus in the United States and is one part of the worldwide body of Jesuits. The USA Northeast Province spans eight states in our region: New York, northern New Jersey, Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut. Jesuits from the USA Northeast Province also serve in Jamaica, Jordan, Micronesia, and elsewhere throughout the world.

The Office of Ignatian Spirituality (OIS) is a division of the USA Northeast (UNE) and Maryland Provinces of the Society of Jesus (the Jesuits). OIS partners with people and ministries to promote Ignatian spirituality, leadership, collaboration, and commitment to the Ignatian mission. Among other endeavors, OIS is currently focused on serving young adults and Hispanics and promoting spiritual direction. The successful candidate will work as a team member of the Office of Ignatian Spirituality and as an employee of the USA Northeast Province of the Society of Jesus.

This role is part-time, with no benefits. UNE offers a team-oriented work environment and a competitive compensation plan. Please note the selected candidate will be required to successfully complete a criminal background check.

**How to Apply:**

If you have a commitment to excellence and want to join our team of top caliber professionals, we invite you to submit a resume and cover letter to Anne Miller, Operations Manager, at [amiller@jesuits.org](mailto:amiller@jesuits.org) and write "Advancement Assistant" in the subject line. Applications will be accepted through March 23, 2018. UNE is an equal opportunity employer.