

USA Central and Southern Province of the Society of Jesus (Jesuits)

POSITION ANNOUNCEMENT

JOB TITLE: Major Gift Officer

JOB STATUS: Exempt
Full Time

LOCATION: Central or Southern part of the United States

REPORTING TO: Provincial Assistant for Advancement & Communications

BACKGROUND:

The Society of Jesus is a Roman Catholic religious order of brothers, priests and scholastics commonly known as the Jesuits. It is a worldwide order organized into provinces. Each province is governed by a provincial superior. He is assisted in his work by Consultors and assistants, who may be Jesuits or lay partners in ministry. The apostolic works of the province include:

- High schools
- Colleges and universities
- Pre-secondary schools
- Parishes
- Retreat centers

The province supports the spiritual, ministerial and communal lives of its members, assists and coordinates the various apostolic works, provides training to young Jesuits in formation and cares for elderly and infirm Jesuits.

The Central and Southern Province includes the following states:

Alabama	Mississippi
Arkansas	Missouri
Colorado	New Mexico
Florida	Oklahoma
Kansas	Tennessee
Louisiana	Texas

We also serve in Belize and Puerto Rico. Currently, the Central and Southern Province is home to 380 Jesuits who minister in apostolates at home and abroad.

JOB SUMMARY:

The Major Gift Officer has two primary roles. The first is to solicit major gifts in support of the province. The second is the identification of new prospects. In addition to those two specific duties the Major Gift Officer will collaborate with the Assistant for Advancement and Planned Giving Officer and work as a team in all aspects of major gifts. The Major Gifts Officer will build relationships with major gift prospects and donors. He/she will also serve as a member of the Central and Southern Province Advancement & Communication team.

MAJOR RESPONSIBILITIES:

1. Manage a portfolio of 150+ active prospects and donors.
2. Cultivate current and new donors.
3. Annually develop targeted strategies to identify new donors and solicit new gifts from specific prospects within the portfolio.
4. Achieve quantifiable individual goals and participate in helping Advancement team meet measurable team goals.
5. Plan and execute a series of donor and prospect-focused events.
6. Maintain expenses within the approved budget.

REQUIREMENTS:

1. Bachelor's Degree required (advanced degree preferable).
2. Demonstrated commitment to the Roman Catholic Church and the vision of the Society of Jesus (Jesuits).
3. Proficiency Microsoft Office and Raiser's Edge donor software.
4. Ability to work well with the Advancement/Communications team, collaborate and support teammates.
5. Ability to work independently and work from home office.
6. Willingness to work non-traditional hours (evenings and weekends) when required.
7. Facility with Spanish is a plus.

8. Professional, discreet and diplomatic always. Cognizant of their role in representing the Jesuits and the Central and Southern Province and of having the privilege of dealing with major benefactors to the province.

APPLICATION PROCESS:

Interested candidates should email or mail resume and cover letter to:

Mr. John Fitzpatrick
Assistant for Advancement
Jesuits Central and Southern Province
4511 West Pine Blvd.
St. Louis, MO 63108-2191
jfitzpatrick@jesuits.org