



## **POSITION DESCRIPTION**

<b>Position Title:</b>	Philanthropy Officer
<b>Employment Status:</b>	Full Time
<b>Location:</b>	New York City
<b>Reports to:</b>	Provincial Assistant for Advancement and Communications for the Maryland and Northeast Provinces of the Society of Jesus

### **Position Summary:**

The Maryland and USA Northeast Provinces' benefactors occupy a special place in the life of the Jesuits. Our ministries and programs could not exist without their generous support. As these two provinces work toward the creation of a unified Jesuits USA East Province commencing in July of 2020, the Philanthropy Officer will ensure that ongoing fundraising efforts continue in a strategic, efficient and results-based manner.

The Philanthropy Officer will implement the current comprehensive Advancement Program in both Provinces in close association with the Provincial Assistant for Advancement and Communications and will assist in the planning of fundraising strategies as both Provinces unify.

### **Position Responsibilities:**

1. Annual Fund Appeals: coordinates annual fund mail appeals working in close association with the Communications Department in developing content for mailings; overseeing Raiser's Edge queries and works with outside production vendors to ensure mailing deadlines are met.
2. Planned giving: advances and stewards the Ignatian Heritage Society program throughout the Provinces.
3. Major Gifts: identifies and cultivates major gift prospects throughout the Maryland and Northeast Provinces, maintaining a total portfolio of 150 donors from both provinces. The major gifts strategy should build upon the joint Province priorities and the associated Apostolic preferences of the Society for annual fund and capital campaigns. The Philanthropy Officer will work closely with Jesuits who can serve as the Jesuit presence when cultivating, soliciting and closing major gifts.
4. New audience identification: plans and implements new strategic ways to connect with potential new donors, with a focus on younger audiences.
5. Advancement events: assists in the planning and implementation of ongoing and new events throughout the Provinces.

6. Province Unification: assists with the assigned advancement tasks associated with unification between the Maryland and UNE Provinces.
7. Other duties as assigned.

**Required Education & Experience:**

- Bachelor's degree
- 3-5 years of relevant experience

**Additional Knowledge, Skills and Abilities:**

- Strong interpersonal skills and demonstrated ability to work with varied constituencies.
- Exceptional written and verbal communications; strong organizational skills and knowledge of philanthropic principles and trends.
- Sound judgment and discretion in handling sensitive and confidential information.
- Familiarity and commitment to Jesuit and Catholic mission.
- The ability to collaborate, work as a member of a team and successfully set priorities and meet deadlines.
- Ability to multi-task on a variety of projects in an efficient and timely manner.
- Ability to travel throughout the Maryland and Northeast Provinces.
- Work may include night and weekend events.
- Working knowledge of Microsoft Office Suite and Raisers Edge.

**Physical Demands and Work Environment:**

- Must be able to frequently stoop, bend, reach, and lift/carry up to twenty-five pounds.
- Sits at a desk for long periods of time while working on a computer.
- Uses telephone; writes or uses a keyboard to communicate through written means.

**Travel**

- Travel required, up to 30%.

**How to apply:**

If you have a commitment to excellence and want to join our team of professionals, we invite you to submit a resume and cover letter to our Human Resources Department, at [UNEHumanresources@jesuits.org](mailto:UNEHumanresources@jesuits.org) and write "Philanthropy Officer" in the subject line. Applications will be accepted through April 30, 2019.

UNE offers a team-oriented work environment and a competitive compensation and employee benefits package. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.