



*El Retiro San Inigo*  
THE JESUIT RETREAT  
CENTER OF LOS ALTOS

## REQUEST FOR PROPOSALS INTERIM DEVELOPMENT DIRECTOR

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### GENERAL INFORMATION

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**About the Jesuit Retreat Center of Los Altos:** Based in Los Altos, the Jesuit Retreat Center (JRC) offers the opportunity for people to experience quiet, a time of prayer, and the wisdom and counsel of talented retreat directors. All of JRC's retreats are rooted in the Spiritual Exercises of St. Ignatius Loyola, and have the goal of freeing minds and hearts to find God in every aspect of experience.

**Position summary:** The JRC seeks to contract with an Interim Development Director (IDD). This part-time position will report to the Executive Director and work closely with administrative staff. The IDD will be responsible for continuing current fundraising efforts at the JRC while also making recommendations for how to structure the fundraising office moving forward. The JRC expects to hire a full-time Development Director within 3-6 months of contracting with IDD. IDD will also collaborate with the Executive Director and Board members to conduct a search for a permanent, full-time Director of Development.

### Scope of Work

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Over a 3-6 month period, the Interim Development Director will:

1. Oversee and support JRC's current fundraising operations during the interim period. The IDD will serve as JRC's primary development staff, carrying out its current fundraising plan and raising at least \$300,000 in private support during 2019.
2. Complete an assessment of the JRC's current internal fundraising competencies.
3. Review the organization's funding, accounting and financial status, and make fundraising recommendations based on findings and best practices.
4. Evaluate JRC's fundraising programs and identify benchmarks to measure their effectiveness.
5. Work with JRC's Executive Director to evaluate overall fundraising process and staffing structure, and make recommendations to Executive Director and Board for improvements. IDD will produce a written report and provide a summary of assessment findings to the board.
6. Work with board and staff in maintaining and enhancing relationships with funders and community members.

7. Help the Executive Director and the board clarify JRC's fundraising vision and future development office needs.
8. Prepare the Board of Directors to attract and hire a well-qualified permanent Development Director.

## **Qualifications**

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- 5 years fundraising experience;
- Experience as IDD and/or consultant
- Affinity for small, faith-based organizations.
- Experience in collaborating with a nonprofit board of directors and engaging in successful fund development, planning, and organizational development.
- Overall suitability to provide the required services within the time frame required.
- Ability to be present in the office for ~20 hours per week for the first 2 weeks, and for ~10 hours per week or as requested during the remainder of the contract period. When not required to be in the office, the IDD can fulfill the part-time duties remotely from any location.

## **To Apply**

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Please submit a letter that clearly states your interest and qualifications along with:

- Statement of Qualifications and experience based on the Scope of Work.
- Rate and fee structure – please include overall estimated monthly cost; hourly rate schedule, and (if applicable) any other additional costs or fees that would apply.
- A copy of your resume or CV

Please submit all requested proposal documents in PDF format and send this to the Executive Director, Fr. Chi Ngo, S.J., at [cnqo@jrclosaltos.org](mailto:cnqo@jrclosaltos.org) with subject line **Interim Development Director**.

**The deadline to submit proposals is Friday, 19 July 2019.** Review of proposals will begin immediately upon receipt.

The JRC hopes to have the IDD in place on/around the week of 5 August 2019.