



January 2023

Thank you for your interest in the Director of Development position with Jesuit Volunteer Corps (JVC) Northwest. We are happy you are considering employment with us. Enclosed please find a position description for the Director position. **We will begin reviewing applications starting January 30, 2023 and we will continue to accept them on a rolling basis until a successful candidate is found.**

JVC Northwest staff are dispersed throughout the country, but this position will be based out of co-working space and/or a home office in the greater Seattle area, a locale of strategic importance for our fundraising efforts. Our staff works closely with one another in a collegial environment and the work will require both independent and team efforts. We are a faith-based organization with a focus on our core values of community, simple living, social and ecological justice, and spirituality/reflection. JVC Northwest is committed to continually building a just and equitable workplace in order to work toward our vision of a just and equitable Northwest region. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every race, ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, and veteran status.

JVC Northwest's generous benefits package includes: 12 paid holidays, 15 days of vacation (growing to 20 days annually), 3 retreat days annually. Sick/family leave time. Medical, dental, and vision insurance, with employer-paid premiums for employee; JVC Northwest will pay for half the premium cost for medical and dental coverage for eligible family members. HRA, medical/childcare FSA. Short-term/long-term disability insurance, life insurance, and employee assistance plan. 401K Retirement (JVC Northwest contributes 4% after 3 months of employment). Access to continual professional development opportunities and associations. Work-from-home or co-working space stipend. Relocation assistance.

To apply, please send the information listed below electronically to info@jvcnorthwest.org as attachments titled with your last name and "Director of Development" in the subject line. Please include:

1. Cover letter addressing the requirements and qualifications in the position description.
2. Your complete resume.
3. The names, phone numbers, and email addresses of three professional references.
4. List questions you may want to ask about this job at an interview and how you heard about the position.

For the safety of our guests, staff, and volunteers, JVC Northwest is requiring all staff and volunteers to be vaccinated against the COVID-19 virus. Candidates must be vaccinated by their start date unless a vaccine exemption is requested and approved.

We will schedule interviews beginning the week of February 6 until a successful candidate is hired. We anticipate the Director of Development will start in March or April.

Sincerely,

Greg Carpinello
Executive Director



JESUIT VOLUNTEER CORPS NORTHWEST POSITION DESCRIPTION

Job Title:	Director of Development
Status:	Full time, exempt, at-will employee, non-AmeriCorps
Reports to:	Executive Director
Location:	Greater Seattle Area
Salary:	\$90,000 - \$100,000

Position Summary

Under the direction of the Executive Director, the Director of Development is responsible for the fundraising efforts of Jesuit Volunteer Corps (JVC) Northwest. The Director of Development will develop an organizational fundraising plan incorporating strategic work with all the constituents of JVC Northwest, including current and former volunteers, their families and friends, and other individual and institutional donors. Fundraising plans will focus on the cultivation of major donors, a planned giving campaign, alumni and parent relationships, annual appeals, and grant writing. The Director of Development is responsible for managing and supervising JVC Northwest's development staff, overseeing the full range of development efforts to provide for the future sustainability of JVC Northwest.

Duties and Responsibilities

The Director of Development will:

1. Be responsible for the following fundraising duties:

- a. Develop and implement an annual development plan based on program goals and objectives, articulated in partnership with the Board of Directors and Executive Director.
- b. Direct all strategy for and execution of the Annual Fund Program in collaboration with other staff, by overseeing all aspects of appeals solicitation, including design, timing, monitoring, and evaluation.
- c. Direct the Major Gifts Program by conducting research, identifying, and qualifying prospective major donors. Manage a portfolio of major gift prospects. Develop and implement cultivation/solicitation strategies for each assigned major gift prospect and arrange similar plans for the portfolios of the Executive Director and members of the Board of Directors. Establish a program of regularly scheduled meetings in-person between prospective major donors and the ED, board chair, and appropriate board members.
- d. Assess the feasibility of a Planned Giving Program.
- e. Supervise JVC Northwest's contract grant writers and oversee the preparation of grant proposals to seek funding for specific programs and general operations and the research to expand foundation contacts.
- f. Oversee fundraising events, building on successful past events and promoting new opportunities. Solicit corporate sponsorships and pre-committed gifts for such events.
- g. Oversee the timely acknowledgment of all gifts in collaboration with other staff.

2. Be responsible for the following development-related communications:

- a. Contribute story ideas as member of the Communications Committee for monthly newsletter and annual magazine.
- b. Oversee the creation of marketing materials for annual appeals, event promotion, and major giving collateral, with the assistance of the Communications Manager.
- c. Oversee donation page and other development pages on our website.
- d. Oversee the production of an annual report for donors.

3. Be responsible for the following operations duties:

- a. Produce and monitor the annual development budget.
- b. Oversee work of the Advancement Assistant in managing the organization's Raiser's Edge database.
- c. Review and establish policies and procedures relating to handling donations.

4. Be responsible for the following staffing and management duties:

- a. Hire, supervise, and evaluate Development staff and contractors.
- b. Serve on the Management Team.
- c. Lead the Development Sub-Committee of the Board of Directors.

5. Advance equity and inclusion within the organization and our fundraising efforts.

6. Perform other duties as assigned.

Qualifications and Requirements

The Director of Development demonstrates the following:

- Ability to impart the spirit of JVC Northwest and our commitment to live the values of community, simple lifestyle, social and ecological justice, and spirituality;
- A minimum of four years professional fundraising experience, with evolution of increased responsibility and decision-making;
- Proven leadership and skills to motivate the development, communications, and alumni staff and alumni volunteers.
- Experience and success in solicitation of major gifts;
- Excellent writing and public speaking ability in order to communicate effectively and in a friendly, welcoming, and open way with diverse peoples;
- Strong interpersonal and organizational skills and ability to set and meet goals in a timely manner;
- Collaborative and team oriented, able to generate creative ideas in this fast-paced and high energy position;
- Technical proficiency in a variety of computer applications (e.g., word processing, spreadsheets, and data management programs);
- CFRE Certification preferred;
- Active in related professional associations;
- Flexible, ability to adjust to changing circumstances;
- Ability to travel occasionally within the U.S.

This position is subject to criminal history checks. This position does not have recurring access to vulnerable populations. For the safety of our guests, staff, and volunteers, JVC Northwest is requiring all staff and volunteers to be vaccinated against the COVID-19 virus. Candidates must be vaccinated by their start date unless a vaccine exemption is requested and approved.

The Director of Development will be evaluated based upon performance of the tasks listed in this position description. JVC Northwest has the right to revise this job description at any time. The job description is not a contract for employment.

Work Environment/Conditions

- 90% of work completed in virtual or co-working office environment.
- 10% of work involves out of office travel or evening/weekend work:
 - Up to one week (7 days) Orientation for JV/AmeriCorps members in Oregon in August;
 - Occasional travel for major donor visits and former volunteer gatherings
 - Occasional travel to volunteer placement or community sites to conduct appeal stories, interviews, etc.
 - Attendance at in-person, work related events
 - Optional travel to support program team on retreats in AK, ID, MT, OR and WA;
- Occasional weekend and evening work.
- Staff is expected to attend all Staff Days;
- Must have a current driver's license and be able to drive.

Physical Demands

- Must be able to be at a desk, using computer and phone throughout the workday.
- Must be able to lift 25-50 pounds for short periods 1-2 times a month.