Gift Officer/Major Gift Officer/Regional Advancement Director

JOB SUMMARY
The Midwest Jesuits seek an experienced professional to join its integrated, national Advancement Team in Chicago. Reporting to the Vice President for Advancement & Communication/Provincial Assistant, this person is responsible for creating and enhancing relationships with current and prospective Jesuit network friends, alumni and donors as assigned by the Provincial Assistant.

REQUIREMENTS & SKILLS
- Holds a Bachelor’s Degree or higher
- Minimum of five-seven years of Advancement or comparable professional experience
- Possesses superior interpersonal communication skills, management skills
- Has gravitas and charism to interact with people from all walks of life, at various levels of seniority, and with a wide range of views and perspectives
- Excellent computer skills, including Microsoft Office and Advancement software.
- Demonstrates a commitment to the mission of the Roman Catholic Church and the international vision of the Society of Jesus (Jesuits).
- Demonstrates quality customer service and team-focus in all day-to-day responsibilities.
- Passes a background check.

RESPONSIBILITIES
1. Works as a collaborative member of the Advancement team, with the Province team, and with Jesuits to ensure a comprehensive constituent outreach and engagement program
2. Develops strong relationships that positively impact the mission of the Society of Jesus
3. Educates, and tells the story of the Jesuit works in the region to relevant constituents
4. Identifies, qualifies, cultivates, and solicits outright and planned gift prospects, using the tools provided by the Province and via original research
5. Prepares reports that document the progress toward achieving objectives
6. Prepares written funding proposals, with related correspondence and follow-up
7. Attends local, regional and national Province-sponsored community functions
8. Protects privacy and confidentiality of all information; is discreet
9. Manages a portfolio of active prospects and donors, and ensures the Province database of friends and donors is continually updated, enhanced, improved
10. Acts as liaison between the Province and all of its works
11. Builds the network through JFAN/Jesuit Connection/Council events and
activities
12. Completes frequent prospect/donor/friend visits to thank, and/or confirm a new or increased charitable gift; drafts correspondence to do the same
13. Performs other duties as requested by the Province leadership to meet the priorities and mission of the Midwest Jesuits

Send Letter of Application and Resume to:
Kristine Mackey
VP for Advancement & Communications & Provincial Assistant
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