



Director of Advancement

Full-time | Benefit eligible

Reports to the Executive Director

The Director of Advancement at the Jesuit Retreat House is responsible for developing and implementing a comprehensive communication, marketing, development, and fundraising program for JRH in consultation with the Executive Director. The Jesuit Retreat House, located on Lake Winnebago in Oshkosh, WI, since 1961, welcomes over 2200 people annually. Approximately 70% of those who come to JRH participate in one of our many retreats. The remaining 30% come as part of a hosted group which rents our facility to offer their own programming, or as individuals making private retreats. The Director of Advancement reports to the Executive Director and works in close collaboration with the Advancement & Communications Assistant, Business Manager, and other members of the leadership team and administrative staff.

To apply, please send and cover letter along with current resume to Fr. Mark Carr, SJ, JRH Executive Director at mcarr@jesuitretreathouse.org. Applications will be reviewed on a rolling basis until the position is filled.

Essential Duties

- Develop and oversees implementation of the annual development and communication plans in consultation with the Executive Director
- Accompany current and prospective donors through cultivation, solicitation, and stewardship; maintain current documentation of activity
- Develop and coordinate the Annual Appeal and other fundraising campaigns
- Proactively identify funding sources and engage them to support existing and planned programs; lead the development, writing, and submission of grant proposals to private funding agencies
- Coordinate with the Advancement & Communications Assistant in the creation of donor-related materials including print and electronic appeals
- Coordinate overall financial records related to fundraising with the Business Manager
- Manage (with the Advancement & Communication Assistant) the DonorPerfect database
- Oversee JRH donor gatherings, and other events that promote JRH and foster relationships with benefactors, stakeholders, and the community
- Work closely with and support the Board Advancement Committee; attend quarterly Board meetings.

- Serve as a member of the staff leadership team related to strategic planning, operations, human resource management, capital projects, programs, and development/fundraising, and marketing/promotion.
- Supervise and support the Advancement & Communications Assistant
- Oversee the design, content, and production of newsletters, brochures, and other communications
- Coordinate advertisements in print and digital media
- Produce and send regular communications to stakeholders through Constant Contact and social media platforms to fulfill the mission of JRH
- Other duties as assigned by the JRH Executive Director

Skillssets/Qualities

- Aligned with the Ignatian mission and core values of the Jesuit Retreat House
- Communicates effectively; well-developed verbal and written communication skills
- Positive attitude, excellent interpersonal skills, and a strong, responsible work ethic
- Demonstrated ability to pay close attention to detail, to efficiently manage several work assignments and tasks simultaneously, prioritize work, and meet deadlines
- Excellent organizational and planning skills as well as judgment and initiative with an ability to adapt to a growing and changing environment.
- Organized with respect to paper and digital files, calendaring and scheduling, and project management
- Demonstrated ability to work independently and as part of a team, to think ahead and be a problem-solver
- Creative, can form a vision, brainstorm with others, and learn
- Comfortable in both a leadership and team-player role
- Collaborates well in-person and via electronic means including Teams, SharePoint, Outlook, and Zoom
- Maintains confidentiality
- Working knowledge of fundraising strategies and principles; experience in fundraising for a nonprofit organization highly preferred
- Familiarity with all aspects of fund development, including annual giving, direct mail, foundation/corporation solicitation, deferred giving, and special gifts in both capital campaign and on-going fundraising efforts
- Proficient in Microsoft applications and experience working with donor management software; social media management experience helpful
- 4+ years of experience in the area of advancement
- Bachelor's degree required
- Complete the Diocese of Green Bay VIRTUS Safe Environment Training and pass a background check

Work Schedule

This position is primarily oriented toward the normal workweek and workday, while requiring occasional evening and weekend obligations. Some donor engagements may be off-site. Negotiable full or part-time position.

Physical requirements

While performing the duties of this job, the employee is: frequently required to stand, walk, use hands to manipulate, handle, grip and feel objects, tools or controls; engage in repeated movements of fingers, hands, and wrists; frequently required to reach with hands and arms; occasionally required to lift, push, pull and/or carry items and objects up to 50 pounds, with a minimum of 25 pounds lifted and carried; specific vision ability required by this job is 20/20 vision (corrected or uncorrected); specific hearing ability required by this job is the ability to pass a hearing test (corrected or uncorrected).

JRH has a total staff of 25 people including full-time and part-time employees who serve in the areas of retreat ministry, maintenance, housekeeping, kitchen, and the business office. JRH is a Catholic, non-profit, ministry sponsored by the Midwest Jesuits.