

Mission: The Ignatian Spirituality Project (ISP) invites people recovering from homelessness and addiction to encounter God's love, hope and healing through spiritual companionship that transforms lives. Through retreats, days of reflection, and on-going spiritual reflection run by volunteer teams, ISP offers participants a chance to reclaim their dignity and to recover hope for a meaningful life. Founded in 1998, ISP is a ministry of the Midwest Jesuits; the retreat program is informed by the wisdom of Ignatian spirituality and 12-step recovery programs. ISP programs, run by volunteer teams trained by a central network office, operate in 29 cities across the U.S., Canada, and Ireland. Now entering its 3rd decade, ISP is growing in both depth and width, and is a national model for a vibrant, sustainable ministry. The Development Associate will be an integral part of the fundraising team for this dynamic, evolving, mission-driven organization.

Position Description: Reporting to the Director of Advancement, this part-time position will assist with all fundraising and development required to support the organization's mission of providing transformational experiences of healing and belonging to individuals recovering from homelessness and addiction. Working with the Advancement team, he/she will help to implement a development strategy needed to sustain average annual fundraising of \$1-\$1.5mm through annual appeals, special events, corporate/foundation support, and support of 29+ ISP network city affiliates and their fundraising activities.

Responsibilities

- Manage donor database, including keeping up-to-date constituent and financial data, conducting regular maintenance and updates, and regular reconciliation with accounting
- Conduct donor processing, including accurately entering gifts, generating acknowledgements, and running and delivering a variety of reports
- Assist in management of appeals and donor cultivation correspondence including composition, compilation, and appropriate audience selection
- Support individual affiliates with fundraising efforts as needed, including providing accurate donor and database reports and assisting in coordination of small local fundraising events
- Help coordinate Network events (based in Chicago), including annual Company of Grace fundraiser
- Other duties as assigned

Preferred Qualifications

- 1-3 years of development/fundraising or related experience
- Excellent computer skills including Microsoft Office; ability and willingness to learn DonorPerfect software
- Excellent communication skills, both written and oral
- Strong organizational and time management skills; exceptional attention to detail with a strong commitment to accuracy, tracking, and follow through
- Ability to present a positive image, develop relationships and communicate mission effectively with diverse stakeholders
- Ability to exercise sound judgment and discretion when handling confidential information

- High energy and passion for ISP's mission
- Associate's or Bachelor's degree
- Position may require infrequent travel throughout the ISP Network (no travel is taking place during COVID-19)

The position is part-time, 20 hours a week, and based in Chicago, IL. Salary range is commensurate with experience. ISP offices close between Christmas and New Years, and there is potential for part-time telecommuting. (During COVID-19, all staff are telecommuting full time).

To apply, send a cover letter and resume to tom@ispretreats.org.

The Ignatian Spirituality Project is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Except where prohibited by state law, all offers of employment are conditioned upon successfully passing a background check.