

Mission: The Ignatian Spirituality Project (ISP) is a Jesuit-affiliated ministry offering experiences of hope, belonging, and healing to men and women who are in recovery from homelessness and addiction. Through retreats, days of reflection, and ongoing spiritual reflection, ISP offers participants a chance to reclaim their dignity and to recover hope for a meaningful life. Founded in 1998, ISP currently operates in 29 cities across the U.S., Canada, and Ireland and continues to expand and deepen its impact. The Director of Advancement will play a key role in shaping the future direction of this dynamic, mission-driven organization.

Position Description: ISP is seeking an accomplished, visionary fundraising expert. Reporting to the Executive Director, the Director of Advancement is responsible for directing all fundraising and development activities, with an emphasis on cultivating, securing, and retaining major gifts. S/he will take the lead in establishing and overseeing a development strategy needed to sustain an annual budget of \$1.5M via major gift solicitation/stewardship, annual appeals, planned giving, special events, and corporate and foundation support. The Director of Advancement will manage a talented development and communications team, and, as part of the executive team, s/he will play a critical role in organizational strategy and vision. The right candidate will be passionate about ISP's effort to *light the path* by bringing hope, healing, and transformation to people recovering from homelessness and addiction.

Responsibilities:

Advancement

- In collaboration with the Executive Director, create and implement a “Campaign for Growth” development strategy to sustain ISP’s \$1.5M annual budget and expand our ministry
- Conduct major gift initiatives with a focus on establishing new donor relationships, developing cultivation strategy and materials, and conducting solicitations
- Oversee advancement team (2 FTE) responsible for grant writing and foundation management, affiliate fundraising activities, special events and appeals, donor processing and database management
- Oversee communications staff (1 FTE) responsible for all communications and media
- Establish and launch planned giving strategy

Organizational Leadership

- Cultivate relationships with ISP Board of Directors
- Gather, analyze and present information regarding key advancement activities and results to the Board.
- Develop and manage annual advancement budget.
- Provide leadership and guidance on the strategy, vision, and direction of the organization.

Qualifications

- Five (5) or more years of non-profit fundraising/advancement experience with a track record in stewarding major donors and securing 5- and 6-figure major gifts
- Highly relational with the ability to build and maintain rapport with benefactors
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Self-starter with the ability to work independently
- Direct management experience required
- Able to articulate ISP's mission with the energy and enthusiasm
- Proficient in Microsoft Office and fundraising software (DonorPerfect or equivalent)
- Bachelor's Degree required; advanced degree preferred
- Available for some travel (approx. 20% of job) throughout the 29+ city ISP Network

Location: While our Network office is located in Chicago, we are open to a remote position for the right candidate (must be based in the U.S.). During COVID-19, all staff are telecommuting full time.

Salary and Benefits: Salary range is commensurate with experience. ISP offers an excellent benefits package, including generous medical, dental, vacation, PTO, and FMLA policies, as well as office closure between Christmas and New Years' Day.

To apply, send a cover letter and resume to **Christine@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.