

*POSITION  
ANNOUNCEMENT*



## Regional Director of Advancement, Northern California

Jesuits West

### **The Institution**

The Society of Jesus, the largest men's religious order in the Roman Catholic Church, assigns some 17,000 priests and brothers to ministries worldwide. In pastoral, educational, and other ministries, our priests and brothers collaborate with laymen and women, civic organizations, local dioceses, and other religious orders. As catalysts for change, we invest personnel and funding in those “turning points” in society where we believe the greatest good can be achieved. Our ministries express the power of faith doing justice by combining belief in fundamental human dignity with advocacy for the poor and marginalized.

The USA West Province (“Jesuits West”) supports a 10-state region that includes Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington. Jesuits West, a province of approximately 540 Jesuits, is led by Father Sean Carroll, S.J. with an 11-member executive team overseeing an approximate staff of 30 with offices in Los Gatos, California and Portland, Oregon.

### **Position Concept and Basic Function**

The Jesuits West Province seeks an experienced professional to join its integrated Advancement Team as the Regional Director of Advancement (“RDA”) with a territory of Northern California. Reporting to the Provincial Assistant for Advancement, the RDA is responsible for creating and enhancing relationships with current and prospective Jesuit network friends, alumni and donors. The RDA will be responsible for identifying, cultivating, soliciting, and stewarding donors for leadership level gifts that support the fundraising initiatives of Jesuits West.

## Reporting to Provincial Assistant for Advancement, responsibilities will include:

- Works as a collaborative member of the Advancement team, with province employees from other sectors, and with Jesuits to ensure a comprehensive constituent outreach and engagement program.
- Develops strong relationships that positively impact the mission of the Society of Jesus.
- Works with the Provincial Assistant for Advancement and other Advancement staff to develop individualized strategies for portfolio donors and other fundraising initiatives on behalf of the province.
- Manages a Portfolio of 150+ active prospects and donors. Identifies, qualifies, cultivates, and solicits major gifts of \$10,000 or more, and develops younger donors (aged 35-50) who can make smaller major gifts of \$5,000-\$10,000. Additionally, brings in Planned Gifts and collaborates with the Director of Legacy Planning when appropriate.
- Ensures the Province database of friends and donors is updated to ensure current and accurate information. Adds new donors to the database. Reviews database on a regular basis to assess and update donor capacity and Portfolio as necessary. Creates actions in Raiser's Edge with detailed notes on all meetings with donors and any other significant actions. Updates proposal tab frequently as gifts come in so the record is current.
- Prepares written, customized funding proposals to individual donors and foundations including all supporting financial documentation and all related correspondence and follow up.
- Plans and executes regional meetings and events for the Provincial or other Jesuit speakers and "donor appreciation" events.
- Prepares personalized acknowledgment letters and pledge reminders for all major gifts in the territory.
- Prioritizes and strategizes the setting of meetings with major donors for the Provincial and the Provincial Assistant and RDA to attend in the territory. Utilizing knowledge of the donor base, RDA chooses donors to target for the Provincial (in consultation with Provincial Assistant). Also sets up meetings for other Jesuits when they are in the region.
- Attends local, regional, and national Province-sponsored functions as required. Covers events in the region which are Jesuit-based and maintains a high profile in Catholic circles in Northern California.
- Upholds Advancement Office's confidentiality practices.

## Qualifications

- Holds a bachelor's degree or higher.
- Minimum of 7 years of Advancement experience with an emphasis on major gift acquisition and planned giving.
- Excellent interpersonal, verbal, and written communication skills. Ability to work both collaboratively and independently.
- Proven success soliciting six-figure gifts and building long-lasting relationships with major donors and foundation Executive Directors and program directors who give at a six-figure level.
- Experience with Raiser's Edge, Microsoft Office, Excel, PowerPoint.
- Demonstrates a commitment to the mission of the Roman Catholic Church and the international vision of the Society of Jesus.
- Sound judgment, flexibility, professionalism, independent thinking, tact, speed, responsibility, accuracy, and personal integrity and honesty.

## Schedule

The position is exempt in Northern California.

## Requirements and Application Procedure

Applicants must submit a cover letter and resume to [UWEjobs@jesuits.org](mailto:UWEjobs@jesuits.org). Review of applicants for employment will begin immediately and continue until the position has been filled.

*Jesuits West makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. The Province hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.*