The Jesuit Collaborative

Position Posting

Title: Advancement Associate

Employment status: Full-time

Salary: Commensurate with experience

Reports to: Advancement Director

Organization Description:

The Jesuit Collaborative (TJC) is a 501(c)(3) non-profit organization that promotes the Spiritual Exercises of St. Ignatius across the east coast provinces of the Society of Jesus. TJC helps people to pray in an Ignatian manner and to experience Ignatian spirituality through: training, formation, and building community and networks.

Position Summary:

In collaboration with the advancement director, the advancement associate will design and implement an overall advancement strategy that incorporates best practice and perform a range of critical functions in the areas of communications, events, and fundraising.

Key Responsibilities:

Communications:

- Writes, designs, and produces a broad range of electronic and print communications, e.g., e-newsletters, program flyers, conference materials, etc.; works with designers, printers, and mail houses.
- Administers TJC website; develops and updates content; edits and proofs materials; works with consultant to improve navigation and design to ensure optimal accessibility and user-friendliness; distributes activity reports and updates with staff and volunteers.
- Develops new media to enhance communications and engagement within the TJC community and beyond to other audiences, e.g., promotional videos and social media.
- Manages Constant Contact account.
- Works with advancement director to develop new strategies to communicate and engage with a vastly expanded constituency.

Event management:
Assists in developing a variety of different kinds of event programs, e.g., prayer meditations, receptions, major conferences, etc.
- Produces invitations and promotional material; promotes events through TJC outlets and other communications channels.
- Develops and uses event management system.
- Works with staff, volunteers, and vendors to produce and implement programs.

Data management:
- Oversees database of approximately 25,000 records.
- Works with administrative staff to ensure accurate and timely data entry, data imports and exports, reports, integration with Constant Contact, mail merges, and broadcast emails.
- Assists staff with reporting.

Fundraising:
- Assists advancement director in managing a comprehensive annual giving program including online giving and annual appeals, direct mail, social media, volunteer campaigns; will explore development of giving societies to grow annual support.
- Manages an in-depth stewardship program, including acknowledgments, recognition, and reporting.
- Manages prospect research and screening.
- Identifies potential prospects for larger donations and endowment giving.
- Assists with corporate and foundation fundraising and grant management.

Other duties as required

Qualifications:
- Bachelor’s degree
- At least 2 years of advancement or related experience
- Understanding of Ignatian spirituality and Jesuit mission and identity; high energy and passion for TJC’s mission
- Advanced communication skills
- Excellent computer skills: proficiency with MS Office (Word, Excel, PowerPoint)
- Demonstrable ability with databases, internet usage, and managing websites; proficiency with Donor Perfect software system a plus
- Excellent interpersonal skills; ability to work independently and as member of a team
- Flexibility, demonstrable ability to handle multiple priorities and meet deadlines
- Attention to detail and accuracy
- Ability to grasp larger TJC goals and think creatively about necessary steps
- Takes the initiative

Applicants should send resume to:

Robert L. Cunningham
Advancement Director
300 Newbury Street
Boston, MA 02115