

Director of Advancement and Development  
Job Description  
Full Time

The Director of Advancement and Development, in a collaborative effort with the Associate Director, creates and then implements a strategic approach to fundraising, which strategy includes meeting with donors and potential donors to obtain major gifts, corporate donations, planned giving donations, grant solicitation, and sponsorships in connection with special events. The position requires an openness to understanding, experiencing and learning Ignatian Spirituality.

Responsibilities include:

- In consultation with the Associate Director, develop, direct, maintain and implement the annual fundraising plan.
- Cultivate and nurture relationships with current and potential donors, corporate sponsors and foundations through written and verbal communication, including individual donor meetings coordinated with the Associate Director.
- Grow and manage individual donor base; manage annual giving campaigns; cultivate major gifts.
- Assist in the coordination of special events
- Promote and steward the planned-giving program.
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts.
- In cooperation with other Manresa staff, communicate and promote the organization to its donors and maximize public awareness of Manresa's mission and activities.
- Annually, identify and prepare grants. Manage reporting as required.
- Report to Board regarding development activities while engaging their further participation in advancement and development.
- Propose annually a department budget for incorporation into Manresa's annual budget, and ensure that approved department budget is adhered to.
- Serve as donor representative communicating donor's specific gift restrictions to organization staff and ensuring compliance with donor wishes.
- Implement Advancement/Development industry best practices while remaining apprised of current tax law impacting advancement/development.
- Other responsibilities that Associate Director may request

The Director of Advancement and Development reports to Associate Director and is an integral part of the leadership team at Manresa.

**Manresa Jesuit Retreat House, 1390 Quarton Rd., Bloomfield Hills, MI 48304** is seeking an Advancement & Development Director with responsibilities as reflected on this Job Description. Resumes should be emailed to [rstevens@manresa-sj.org](mailto:rstevens@manresa-sj.org) or mailed to the above-referenced address, Attn: Ruth Ann Stevens, no later than September 1, 2018.

Manresa is an Equal Opportunity Employer.