



PASSIONIST

EARTH & SPIRIT CENTER

1924 Newburg Road • Louisville, KY 40205 • 502.452.2749 • www.earthandspiritcenter.org

Position Available: Director of Development

The Passionist Earth & Spirit Center is an interfaith spirituality center committed to creating a flourishing world through mindfulness, social justice, and care for the Earth. We are the largest provider of mindfulness instruction in the central U.S., and since 2005, we have offered non-credit courses and workshops, environmental internships, social justice action groups, youth retreats, summer camps, and many other hands-on learning and service opportunities for youth and adults, on our 27-acre nature sanctuary campus in the Louisville Highlands. Our growing nonprofit seeks an experienced Director of Development to help continue to build our board- and staff-driven fundraising efforts with foundations, corporate sponsors, and individual donors. Depending on the candidate, this position can be configured as part-time (25 – 30 hours per week) or full-time. Evening or weekend hours may be required; some work-from-home time is possible and schedule is flexible.

Classification

Salaried. Depending on the candidate, this position can be configured as part-time (25 – 30 hours per week) or full-time. Evening or weekend hours may be required; some work-from-home time is possible and schedule is flexible.

Compensation

\$50,000 - \$60,000 starting salary for full-time; part-time salary scale will be dictated by the hours per week. Benefits package will be dictated by full-time or part-time status. Salary scale is commensurate with experience.

Reporting Responsibility

Reports to Executive Director

Management Responsibility

No formal direct reports, but coordinates efforts of administrative support staff, volunteers, contract grant writers, and others

Duties and Responsibilities

- In collaboration with Executive Director and Board, develop and execute overall fund-raising strategy, and provide regular reports to Executive Director and Board on fundraising goals, strategies, and outcomes
- Collaborate with the Executive Director and Board to identify, cultivate, and expand a network of donors, including those with capacity for \$1K - \$20K+ gifts
- Collaborate with the Executive Director and Board to build relationships with and secure support from foundations, corporate sponsors, and other organizational partners
- [This bullet limited for part-time position configuration] Collaborate with the Executive Director to manage grants, to include the following, whether done directly or by overseeing contract or volunteer

grant writers:

- Research and cultivate potential foundations
- Write grant applications
- Track grant projects and expenditures
- Write grant reports
- [This bullet limited for part-time position configuration] Oversee Salesforce database of donors and Earth & Spirit community members, with assistance from staff and data entry volunteers
- [This bullet limited for part-time position configuration] Ensure that donors are promptly thanked (emails, letters, calls, personal meetings, as appropriate) and their donations accurately recorded and tracked in Salesforce donor database, with assistance from staff and volunteers
- Coordinate all direct mail and email fundraising campaigns, with the assistance of administrative support staff, the director of communication, and volunteers.
- [This bullet limited for part-time position configuration] Plan, organize, and execute online and in-person fundraising events
- [This bullet limited for part-time position configuration] Oversee the creation and publishing of the annual report
- Strengthen and expand the community of Earth & Spirit Center participants by cultivating relationships with volunteers and alumni
- [This bullet limited for part-time position configuration] As possible and appropriate, assist communications director in marketing and outreach efforts, including digital media and the publication of regular newsletters

Preferred Education and Experience

- Bachelor's degree required, CFRE or equivalent preferred
- At least three years prior non-profit fundraising experience, with proven record of professional fundraising skills, grant writing, and donor database management

Required Qualities, Skills, and Knowledge

- Belief in, familiarity with, and ability to articulate the Earth & Spirit Center mission of cultivating a community of transformative learning and service, committed to spiritual development, social compassion, and care for the Earth
- Organization, focus, strong work ethic, self-motivation, time-management skills, and ability to work both independently and collaboratively

- Friendly, engaging personality; good interpersonal skills
- Excellent written and oral communication skills, including professional demeanor on email, telephone, social media, and other public-facing communications channels
- Demonstrable proficiency with Windows-based computing, including Microsoft Office programs, Google Suite (Drive, Calendar, Sheets, Docs, Email, etc.) and other cloud-based file-sharing. Database management experience and the ability to learn and manage new software platforms and computer tasks as necessary.
- Demonstrable proficiency with digital social media, including Facebook, Instagram, and other platforms
- Commitment to diversity, equity, and inclusion
- Physical ability to walk steps on a daily basis due to an upstairs office without an elevator

To apply, please email a cover letter and résumé to Kyle Kramer, Executive Director, at kyle@earthandspiritcenter.org. Be prepared to provide references and writing samples of appeal letters and grant applications. Position is open immediately until filled.