



PASSIONIST

# EARTH & SPIRIT CENTER

1924 Newburg Road • Louisville, KY 40205 • 502.452.2749 • [www.earthandspiritcenter.org](http://www.earthandspiritcenter.org)

## Job Description: Director of Development and Community Engagement

The Director of Development and Community Engagement has primary responsibility for all fundraising efforts, including donor cultivation, appeals, events, and grant writing. This staff person also collaborates with the communications director in marketing and outreach efforts.

### Classification

Full-time, salaried. Evening or weekend hours may be required; schedule is flexible

### Compensation

\$45,000 - \$55,000 starting salary, commensurate with experience, plus benefits

### Reporting Responsibility

Reports to Executive Director

### Management Responsibility

No direct reports

### Duties and Responsibilities

- Develop and execute overall fund-raising strategy, in collaboration with Executive Director
- Identify, cultivate, and expand a network of donors, including those with capacity for \$1K - \$20K+ gifts
- Strengthen and expand the community of Earth & Spirit Center participants
- Maintain Salesforce database of donors and Earth & Spirit community members
- Ensure that donors are promptly thanked (emails, letters, calls, personal meetings, as appropriate) and their donations accurately recorded and tracked in Salesforce donor database
- Manage grants:
  - Research and cultivate potential foundations
  - Write grant applications
  - Track grant projects and expenditures
  - Write grant reports
- Coordinate all direct mail and email fundraising campaigns

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- Provide regular reports to Executive Director and Board on fundraising goals, strategies, and outcomes
- Generate and publish annual report
- Build relationships with foundations and other organizational partners
- Assist communications director in marketing and outreach efforts, including digital media and the publication of regular newsletters
- Cultivate relationships with volunteers and alumni, including the coordination of volunteer work projects
- Plan, organize, and execute online and in-person fundraising events

### **Preferred Education and Experience**

- Bachelor's degree required
- 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
- Demonstrable proficiency with Windows-based computing, including Microsoft Office programs, Google Suite (Drive, Calendar, Sheets, Docs, Email, etc.), Dropbox, and other cloud-based file-sharing. Database management experience and the ability to learn and manage new software platforms and computer tasks as necessary.
- 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
- Organization, focus, strong work ethic, self-motivation, time-management skills, and ability to work both independently and collaboratively
- 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](mailto:kyle@earthandspiritcenter.org). Be prepared to provide references and writing samples of appeal letters and grant applications.