

## **JOB ANNOUNCEMENT: Development Director**

Pax Christi USA is the national Catholic peace and justice movement. We work for a more peaceful, just and sustainable world through prayer, study and action.

**Location:** Washington, D.C.

**Position:** Exempt, Full-time

**Supervisor:** Johnny Zokovitch, Executive Director

**Salary:** \$45,000 to \$55,000 depending on experience

**Description:** Strategizes and oversees all aspects of Pax Christi USA fundraising and development in collaboration with the Executive Director.

Pax Christi USA is committed to advancing racial equity both internally and externally. Staff members should incorporate a racial equity lens to their work and participate in ongoing trainings in anti-racism and anti-bias.

### **Responsibilities:**

- Creates, oversees and implements Pax Christi USA's yearly fundraising and development plan.
- Plans and executes strategies for engaging donors and growing our funding base.
- Cultivates donor relations with special attention to outreach to former donors, religious communities, and grant foundations.
- Develops a strategy and initiates outreach to long-time members and supporters to remember Pax Christi USA in their wills and via bequests.
- Creates a consistent, systematic approach to donor relations from outreach, through regular engagement, donor database management, thank you letters and acknowledgements, etc.
- Coordinates the execution of all reports necessary to fundraising for the Executive Director and National Council.
- Researches, applies for, manages and tracks grants.
- Serves on the National Council's Development Committee.
- Assumes other duties as negotiated with and designated by the Executive Director.

### **Qualifications:**

- Bachelor's degree in related field (Master's preferred) or 3+ years experience in fundraising and development work
- Database expertise necessary (Salesforce preferred)
- High level of energy, self-motivation and discipline
- High level of organization and attention to detail
- Ability to independently manage multiple projects, set priorities, and meet deadlines
- Ability to establish and maintain authentic and constructive relationships
- Knowledge of Microsoft Office suite and Google Suite
- Experience in work for peace, justice and human rights (Pax Christi familiarity a plus)
- Familiarity with the theology, practices, and social teachings of the Catholic Church a plus
- English fluency required; Spanish fluency a plus

Pax Christi USA is committed to being an equal opportunity employer and does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, or sexual orientation in any of its activities or operations.

### **To apply:**

Send a cover letter and resume to Johnny Zokovitch at [jzokovitch@paxchristiusa.org](mailto:jzokovitch@paxchristiusa.org) with "Development Director" inquiry" in the subject line.