



JOIN THE RETREAT TEAM!

Looking for a job with an outstanding mission? The Retreat, an affordable and accessible Twelve Step recovery program has an open full-time position and we are looking for individuals within the recovery community to help us serve those in need.

Join us in making a difference in life saving mission!

Our Mission

Our mission is to improve the quality of life for individuals, families and communities affected by alcohol and drug dependency by providing affordable, effective educational services grounded in the Twelve Step principles of Alcoholics Anonymous.

Open Positions



Full-time Development Assistant

\$50,000 Annually

The Retreat is seeking a full-time Development Assistant to serve as the primary administrator and strategic lead for The Retreat's donor database (Blackbaud Raiser's Edge NXT), ensuring data accuracy, system integrity, and effective use of CRM tools to streamline development processes, improve reporting, and support fundraising, stewardship, and decision-making. assist in the fundraising department. This position reports directly to the Development Coordinator. The ideal candidate will possess strong fundraising skills, excellent communication abilities, able to coordinate multiple projects, strong follow-through on details and computer expertise and a passion for promoting The Retreat's abstinence based Twelve Step model of recovery. This full-time position offers a comprehensive benefits package, including health and dental benefits, generous PTO, long-term disability, life insurance, and more.



Part-time Development Assistant

\$25 per hour maximum 20 hours per week

The Retreat is seeking a part-time Development Assistant to provide administrative and operational support to The Retreat's Development Office by ensuring accurate gift processing, donor acknowledgment, event support, and routine database maintenance. This role supports the day-to-day execution of fundraising activities and helps maintain donor trust through timely, accurate, and professional follow-through. This position reports directly to the Development Coordinator. The ideal candidate will possess strong fundraising skills, excellent communication abilities, able to coordinate multiple projects, strong follow-through on details and computer expertise and a passion for promoting The Retreat's abstinence based Twelve Step model of recovery.

Interested in one of these positions?

Contact DeAnna Loux, Director of Human Resources and Business Operations today! Send your resume and a cover letter to dloux@theretreat.org

Confidentiality

Must adhere to and respect all policies regarding participant's rights, anonymity and privacy of all guests, past and present. This covers any written or verbal communication regarding a guest's identity, address, and nature of their concerns.