



**Cathedral Church of St. Paul**  
**138 Tremont St. Boston, MA 02111**  
**stpaulboston.org**

**Position Title:** Director of Development

**Full-time,** Start date to be negotiated

**Salary:** \$85,000-90,000 commensurate with experience. Plus generous benefits.

**Reports to:** Dean of the Cathedral

**FLSA Status:** Exempt

**Summary:** Located on Boston Common, the Cathedral is a community of congregations including a program for unhoused persons and is a part of the vibrant downtown community. It is the spiritual center for the Episcopal Diocese of Massachusetts, one of the largest Dioceses in the U.S., comprising 180 parishes across Eastern Massachusetts.

We're looking for a dynamic development professional to take our fundraising to the next level. Reporting to the Dean of the Cathedral, the Director of Development oversees all fundraising for an approximately \$1.8 M operating budget, and is directly responsible for raising 25% of the budget through direct mail appeals, grants, events, and cultivation and stewardship of major donors.

The Director will work closely with the Dean and others to institutionalize a fundraising culture at the Cathedral, creating and implementing strategic development plans that will help sustain the organization into the future, including growing the donor base and increasing total giving. Development work at the Cathedral is not done in a vacuum – it is a collaborative process involving staff, board, and volunteers.

The Director identifies financial support to further the Cathedral's Strategic Plan (<https://www.stpaulboston.org/mission>), a five-year plan that expresses our values and the commitments we hold most dear.

### **Essential Duties and Responsibilities**

#### *Fundraising Planning and Leadership (70%)*

- Lead the creation of a 3-year development plan to increase revenue over time and direct the annual development calendar and activities with the Dean, other Cathedral staff and key volunteers.
- Utilize traditional giving tools and consider new fundraising approaches, strategies and technology. We're open to innovating our approach to donor stewardship.
- Manage and grow a portfolio of major donors, including organizing cultivation and solicitation meetings for the Dean and key volunteers.
- Provide staff leadership for the Development Committee to organize and foster creative and effective engagement between development volunteers, board and staff.
- Utilize metrics and qualitative data to guide the success of development efforts (e.g. # of new donors, # of increased gifts from current donors, etc.).
- Collaborate with program staff and Cathedral leadership to grow donor base and conduct prospect research on new and existing donors.
- Evaluate current fundraising tools and strategies with an eye to improving current practices.
- Oversee the utilization and update of the donor database.
- Organize fundraising and friendraising events.
- Collaborate with Diocesan staff as needed to coordinate cultivation and solicitation of major donors.

#### *Communications and Administration (25%)*

- Participate in creation and content of development and promotional materials.
- Supervise maintenance and updating of donor database, gift processing, and thank you process.
- Oversee appeals (annual and special projects) process, grant writing and creation of content.
- Help develop strategy and content of social media specific in support of development activities.

- Engage program staff as needed to provide content for fundraising materials and events and support program fundraising.

#### *Ministry Team Participation (5%)*

- Meet weekly with the Dean.
- Participate in monthly Cathedral staff meetings.
- Attend monthly joint Cathedral and Diocese staff meetings called by the bishops.
- Occasionally attend worship and core programs of the cathedral so as to understand the ministry and build relationships with the community.

**Qualifications:** Successful candidates will have energy, enthusiasm for our mission, and leadership skills. We are looking for self-starters who can take initiative and raise our fundraising efforts to the next level. They must be comfortable juggling/managing several projects concurrently. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Knowledge/Experience:** Five to seven years of experience in non-profit development work, or equivalent combination of education and experience. Proven track record of raising money to support mission. Excellent teamwork and organizational skills are a prerequisite. Preference given to those with prior experience leading a development office.

#### **Required Skills and Abilities**

- Excellent verbal and written communication skills.
- Energy and enthusiasm for working with people.
- Experience managing the development work of other staff and/or volunteers.
- Experience planning and implementing successful development strategies.
- Expertise managing all the stages of the donor pipeline from cultivation to solicitation to stewardship.
- Demonstrated ability to work as a member of a team in support of shared purpose.
- Experience reading budgets and other financial reports.
- Experience engaging non-profit boards in fundraising.

**Computer Skills:** To perform this job successfully an individual must demonstrate knowledge and proficiency in Microsoft 365 Suite of applications. Experience working with DonorPerfect or another CRM database preferred.

**Work Environment:** This job will involve a combination of work in the office, at home, and meeting with people in the diocese and the community (Eastern Massachusetts). A few Zoom meetings can be anticipated most weeks.

The Cathedral serves people of diverse cultures and backgrounds, including unhoused persons, in a busy urban neighborhood. We are committed to celebrating belonging, equity, inclusion and diversity within and among our congregations, employees and visitors, and candidates must be able to affirm these commitments. We are an equal opportunity and affirmative action employer. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

#### **Benefits**

In addition to a commitment to paying a livable wage in the City of Boston, the Cathedral has a generous benefit package including:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off, (4 weeks of vacation, 12 sick days and 20 holidays)
- Vision insurance

**To apply:** Please send cover letter and resume to the hiring committee at [hr@diomass.org](mailto:hr@diomass.org)