



## **Director of Development**

### **Position summary:**

Lead and grow existing development which includes a 1.5M Annual Fund for a 3.1M budget. Guide Brothers in building and navigating relationships with donors and mission partners. Supervise and collaborate with a long-term Manager of Fundraising. Collaborate with others including Directors of Communication, Finance, and Facilities. Supervised by the Superior, our equivalent to an Executive Director. Full-time/40 hours Monday to Friday. Hybrid with at least two days other than Monday in the office. We will consider part-time if interested.

### **About us:**

Society of St. John the Evangelist is a monastic community of The Episcopal Church based in Cambridge, MA. Currently, we are 11 monks with 1 part-time and 8 full-time employees. Brothers pray and teach others to pray, offering sanctuary, refreshment, and good news in-person and online. Instead of making fruitcake or beer to sell, we freely offer guidance in preaching, teaching, retreats, workshops, and spiritual direction. We have a long history of word-focused ministry including previously with our own publishing house. We connect with thousands across the United States, Canada, and around the world. [www.SSJE.org](http://www.SSJE.org)

### Responsibilities

- Supervise and collaborate with Manager of Fundraising who handles gifts and subscriber data in Salesforce, drafts and sends gratitude, conducts prospect research and prepares donor profiles, shares weekly reports, connects with co-chairs about new donors, handles appeals, and gives personalized donor support.
- Assess and help improve our giving strategies in collaboration with Brothers and colleagues. This includes the welcome process for new contacts, Thank You letters, Christmas Cards, Spring Appeal, the recommitment process for a 750+ person affiliate community, year-end statements and other communication.
- Propose, plan, and execute effective fundraising strategies for the Annual Fund plus a personal focus on developing a portfolio of planned gifts.
- Select donor prospects and coach Superior and Deputy Superior for conversations and building relationships with them.
- Large trend analysis of donors and dollars. Create, run, and describe findings of reports. Reestablish a Stewardship Advisors group with whom to share reporting and solicit input. Collaborate with Superior, Deputy Superior, and colleagues to determine Annual Fund goal.

- Advise Superior and assist implementing vision for SSJE. Advise with colleagues regarding SSJE's desires, plans, and challenges.

#### Qualifications

- Minimum 5 years in nonprofit fundraising, ideally including planned giving.
- Demonstrated skill in developing and implementing strategies for individual solicitation, cultivation, and stewardship.
- Proficiency with CRM management, reporting, and analysis, preferably Salesforce.
- Experience coaching and supporting others in fundraising.
- Excellent organizational, communication, and creative problem-solving skills.
- Resourceful, self-motivated, and able to work independently.

**Compensation:** 90-95K

#### **Benefits include:**

- 403(b) pension plan with 5% SSJE contribution and up to 4% match upon hire
- Medical insurance with SSJE paying 100% of the premium
- 13 paid holidays per year
- After the first six months, 10 days of vacation annually for the first three years
- 10 personal days for illness or care of a family member
- Parking in our lot or public transportation reimbursement

To apply, please email [HR@ssje.org](mailto:HR@ssje.org)