



Position Title: Director of Development (Canon for Stewardship)

Status: Full-time

Starting Salary: \$90,000 – \$92,000 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 170 congregations across Eastern Massachusetts.

We're looking for a dynamic professional to help us live into our mission. In particular, the Canon for Stewardship will focus on:

- Raising the funds we need to live into the ministry to which we are called.
- Help launch our new 501(c)3 in support of our program with unhoused persons.

Reporting to the Dean of the Cathedral, the Director of Development oversees all fundraising for an approximately \$1.4 M operating budget. They are directly responsible for raising 25% of the budget through direct mail appeals, grants, events, and cultivation and stewardship of major donors.

Essential Duties and Responsibilities

Fundraising Leadership (60%)

- Actively cultivate relationships with donors and potential donors and help cathedral leadership grow a culture of relational stewardship.
- Lead the creation of a 3-year development plan to increase revenue over time and create a culture of philanthropic care.
- Direct the annual development calendar and activities with the Dean, other Cathedral staff, and key volunteers.
- Provide staff leadership for our governing board's Development Committee, who organize fundraising and friend-raising events, to foster creative and effective engagement between development volunteers, board and staff.
- Create major donor strategy and cultivation plan, in coordination with the Dean.
- Networking with local funders and philanthropic communities.

Fundraising Administration (30%)

- 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, using metrics and qualitative data, with an eye to improving current practices.
- Oversee the utilization and update of the donor database and gift processing.
- Research grant possibilities and collaborate with program staff to prepare applications.
- Collaborate with Diocesan staff as needed to coordinate cultivation and solicitation of major donors.
- Oversee appeals (annual and special projects) and supervise thank you process.

Ministry Team Participation (10%)

- 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, enjoy being in community, and are committed to raising 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: 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.

Required Skills and Abilities

- Excellent verbal and written communication skills.
- Energy and enthusiasm for working with people on events planning.
- Experience planning and implementing successful development strategies.
- Understanding of giving as a spiritual practice and ability to communicate it in these terms.
- 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