



# Episcopal Diocese of Massachusetts

138 Tremont Street Boston, Massachusetts 02111 • 617-482-5800 • [www.diomass.org](http://www.diomass.org)

## Director of Development

### The Diocese of Massachusetts

The Episcopal Church in Massachusetts was established in 1784 as one of the first dioceses in the United States. The diocese was later divided into eastern and western jurisdictions, so our diocese now comprises the eastern third of the Commonwealth. It is among the largest in the Episcopal Church, with over 58,000 baptized members worshipping in 175 congregations and communities. Our diocese is one of the 111 dioceses of the Episcopal Church in the United States, the Caribbean, South and Central America, Europe and Taiwan. The Episcopal Church in turn is part of the larger community of approximately 85 million Anglican Christians in 165 countries. Our members in the Diocese of Massachusetts reflect this global diversity and are from many walks of life and backgrounds. The diocese is under the leadership of the Bishop, the Right Reverend Alan M. Gates. Our offices are located at the Cathedral Church of St. Paul across from the Boston Common.

### Position Description

The Director of Development reports to the Canon to the Ordinary. The diocese seeks a creative and entrepreneurial fundraising professional who has a passion for and commitment to the mission of the Episcopal Church. The focus for the Director of Development will be to continue to nourish relationships with major donors, maintain and grow our annual, major and planned giving programs, and lay the foundation for the next capital campaign. The diocese recently completed a major capital campaign through which \$20 million has been given or pledged and which has enabled new mission opportunities, expanded strategic ministries and transformed the Cathedral Church of St. Paul. In addition, collaborative campaigns with 39 congregations raised another \$12 million for local projects. A previous capital campaign completed several years earlier raised \$18 million to build a new camp and conference center.

### Responsibilities

- Oversee all philanthropic efforts of our diocese, especially in the areas of annual, major and planned giving
- Cultivate a culture of generous and thankful giving within our diocese
- Create and execute innovative strategies to attract new donors who are committed to the work of our diocese
- Coordinate and support the Bishop's relationships with major donors and prospects
- Oversee systems for gift management and donor relations
- In consultation with appropriate staff members, develop fundraising targets and execute strategies to achieve them

- Work closely with the Bishop and Canon to the Ordinary to communicate to members and friends of our diocese that our giving programs support the mission strategy of our diocese
- Build internal relationships, especially with related organizations and philanthropic initiatives to maintain effective partnerships and ensure collaborative fundraising efforts
- In consultation with appropriate staff members and with the Trustees of Donations, develop resources and programs to strengthen and support stewardship in congregations for annual, capital and planned giving
- In consultation with the Bishop and Canon to the Ordinary, advise and prepare for the next capital campaign
- Provide regular reports on the progress of all fundraising initiatives

### **Requirements**

- Bachelor's degree and 5+ years of fundraising experience
- Demonstrated success in developing giving programs and nourishing donor relationships
- Ability to think and act strategically and collaboratively, with accountability
- Proven success in the development and implementation of creative fundraising strategies with clear goals, objectives and measurement tools
- Record of building and maintaining trusted relationships with key stakeholders and major donors
- Ability to interact with and build cohesion among multiple and diverse constituencies
- Excellent verbal and written communication and presentation skills
- Commitment to thrive in and support a mission-driven, collaborative environment
- Familiarity with nonprofit fundraising software (Raiser's Edge)

### **To apply:**

Send cover letter and resume to [hr@diomass.org](mailto:hr@diomass.org) or Human Resources, Episcopal Diocese of Massachusetts, 138 Tremont Street, Boston MA 02111.