



Director of Development and Communications

St. Paul's Cathedral, Boston, MA

Position Description:

The Director of Development and Communications is the chief fundraising and communications staff member for St. Paul's Cathedral, Boston, MA. In collaboration with the Cathedral Dean and program staff this person will implement fundraising initiatives, help grow programs strategically, develop and implement new ideas for events and fundraising opportunities, and partner with the community to help shape the future of the Cathedral. The Director of Development and Communications will be responsible for identifying continuing opportunities for increasing financial support for operating capital and program costs. Additional responsibilities will include communication to donors, Episcopalians in the diocese, and the wider public about the ministries and programs of the Cathedral. This is a full-time exempt position and may require some nights and weekends for fundraising activities.

Website: <http://www.stpaulboston.org/>

Reports to: Dean of the Cathedral

Supervises: Development Associate (vacant)

St. Paul's Cathedral Mission

The Cathedral functions as the center of mission for the Diocese. As such, we offer liturgy and music in the best of the Anglican tradition, past and present. We have a vital and transformative ministry with our neighbors, many of whom are homeless or very recently housed. The Cathedral is a site of gatherings of leaders from throughout the Diocese and community. Amid the very active life of the Episcopal Diocese of Massachusetts, one of the largest Episcopal dioceses in the United States, the Cathedral's doors remain open to all, with scheduled worship and quiet sanctuary available nearly every day. More than a building, we continue to uphold our mission as a house of prayer for all people: our weekly worshippers include a Chinese congregation, a young adult congregation, a worship service largely led by our homeless community and a weekly Muslim prayer service.

Position Responsibilities:

- Actively work to develop and implement a comprehensive development plan including fundraising strategies for the Cathedral's operating, capital and program needs, including cultivation, stewardship and solicitation of all donor groups:
 - Individuals
 - Major Donors
 - Giving Society
 - Cathedral congregations
 - Diocesan congregations

- Grants (foundations, corporations, diocesan) – including research, communications, proposal development, and reports
- Develop, market, plan and implement Cathedral development events (internal and external)
 - Plan, organize, and staff strategic donor events (including promotion, collateral development and follow-up)
 - Work in collaboration with program staff to build external relationships to increase external ‘host’ events
- Ensure donor relations protocols and best practices are followed and maintained by Cathedral and all programs and congregations.
- Work collaboratively with diocesan development office and communications office to maximize fundraising, outreach, and publicity efforts
- Work with finance office to reconcile accounts and ensure accurate tracking of expenses and revenue between both systems
- Serve as primary staff contact for development committees; chair meetings, manage and train volunteers, ensure goals are set and implemented effectively
- Participate in Cathedral and diocesan staff meetings and Chapter meetings
- Oversee development and execution of public relations strategy
 - Maintain Cathedral website as an up to the minute source of information
 - Maintain electronic and postal mail contact lists
 - Create and send e-newsletter and other communications as needed
 - Help develop and promote calendar of events

Qualifications:

- College degree required, 5+ years of success in raising funds.
- Highly motivated and takes initiative, anticipates what is needed next.
- Raiser’s Edge proficiency preferred.
- Confidentiality is paramount.
- Preferred candidates will be highly organized, detail-oriented and possess excellent written and verbal communication skills with ability for tact and sensitivity.
- Experienced in direct communication with donors and volunteers.
- This position requires a strong emphasis on teamwork and consistent communication with others.
- The ability to work effectively with both the public and volunteers.
- Familiarity with the Episcopal Church helpful, but not required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills

To perform this job successfully an individual must demonstrate knowledge and proficiency in Microsoft Office, Raiser’s Edge, Access and the Internet.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to type, handle or feel. The employee is routinely required to stand and walk.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the office work environment is usually quiet to moderate.

Benefits

This position offers a competitive salary and outstanding benefits package including health and dental insurance, 4 weeks' vacation, paid holidays, short, long term and life insurance, sick and personal days and a 10% contribution to our retirement plan.

St. Paul's Cathedral is an Equal Opportunity Employer

How to apply:

Please apply by sending cover letter and resume to Cindy Cushman at ccushman@diomass.org or St. Paul's Cathedral, 138 Tremont Street, Boston, MA 02111.