

Church Heavenly Rest

Position Description

Position Title: Director of Development

Department: Business Office

Classification: Exempt

Direct Report: Rector

Annual Salary: \$135,000-\$155,000

Position Summary

Church of Heavenly Rest (CHR) is a vibrant, intergenerational Episcopal Parish located at the corner of Fifth Avenue and 90th Street on the Upper East Side of Manhattan. The Director of Development will lead all fundraising activities for the Church, including setting strategy, assessing donor capacity, developing donor relationships, and soliciting contributions, as well as implementing new initiatives to grow operating income. In recent years, CHR pledge income has been flat at approximately \$1.5M, against an annual operating budget of \$5M. CHR last completed a successful \$8M capital campaign in 2021. Currently, there are 200 pledging households, and the Church has increased fundraising for its \$5 million annual budget and completed an \$8 million capital campaign. The Church has been included in national communications from The Episcopal Church and is working to grow its congregation, broaden its ministries, maintain its historic landmarked building, and engage neighboring communities.

Responsibilities

The Director of Development will have primary responsibility for all development activities at CHR, including the annual pledge campaign, periodic capital campaigns, the planned giving campaign, and the development and execution of new fundraising initiatives to ensure sustained annual growth in operating income. As scoped, this is a new, elevated role, and will operate as a key member of the professional leadership team.

In partnership with the Rector, the Director will be responsible for cultivating existing and new relationships and soliciting donations, with a particular focus on major donors. The role includes participating in setting and managing the development budget, and achieving annual fundraising goals, as established by the Rector and Vestry.

Other responsibilities will include selecting, implementing, and overseeing a new donor database and constituent management system, ensuring its effective integration into CHR's development and financial operations.

The role includes supervising and directing a part-time Database Manager.

Ideal candidates will demonstrate a track record of creativity and enthusiasm for developing and implementing new stewardship initiatives within an intelligent and engaged community of leaders. They should excel in collaborative settings, having to work closely with other functional leaders, and possess proven expertise in development. The ability to delegate effectively and to leverage the

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work of highly skilled volunteer committees is essential, as is proficiency in relevant software applications. Familiarity with the Episcopal Church and/or parish life is considered an asset.

Stewardship Campaigns

- Research and develop strategies for Stewardship Campaigns
- Develop and grow new and existing donor relationships
- Design or facilitate the design of pledge cards, stewardship brochures, return envelopes, and mailing envelopes
- Coordinate stewardship mailings that include targeted and personalized letters
- Create all online pledge and giving forms for all giving opportunities (Stewardship, Capital Campaign, Events, Flower Fund, etc.)
- Send targeted emails on behalf of stewardship leadership
- Support lay leadership in the Stewardship Committee and the Capital Campaign
- Network with donors, and attend social & fundraising functions to increase CHR's reach in the philanthropic community. Serve as the point person for all giving inquiries
- Supervise and support the Database Manager
- Oversee all processes and procedures to ensure information gathered from pledge cards is properly entered into the respective donor software
- Oversee direct processes and procedures, ensuring that records for gifts and pledges are properly accounted for, and that giving reports are produced in a timely and accurate manner.

Experience and Education

Bachelor of Arts degree or higher. Experience in design and implementation of nonprofit fundraising; emphasis on development of donor strategies including creative fundraising programs and community outreach.

Benefits

Benefits include a 403 (b) plan (9% employer contribution), health, dental, and vision coverage, paid vacation, holidays, leave, and professional development support.

Qualifications:

- Bachelor's Degree
- Minimum eight years of proven success in nonprofit development
- Excellent verbal and written communication skills (note: writing sample may be required)
- Strong analytical and organizational skills are a must
- Advanced proficiency with Microsoft Office Products (Word, Excel, PowerPoint) and familiarity with AI tools Copilot, Chat GPT
- Demonstrated expertise in donor management platforms, use of social media channels, and the Adobe Creative Suite

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- Friendly and welcoming demeanor

Please send resume with inquiry to lthorpe@heavenlyrest.org. References will be required for final offers. Please no calls.