

Principal Functions: The Director of Generosity is responsible for the strategic development and implementation of all stewardship and generosity efforts for The Church of St. John the Divine. Responsible for the development of a vision and practice of generosity among our parishioners. Directs all aspects of a strategic year-round stewardship program. Administers all aspects of planned giving for the Memorial Endowment Fund of The Church of St. John the Divine.

Responsible to: Director of Operations

Position Details:

- Full-time, exempt position
- Eligible for full benefits
- Suggested regular schedule includes Sundays and occasional evening work

Qualifications for the Position:

- Proven fundraising and relationship building success, particularly in the non-profit sector
- Ability to work effectively as part of a leadership team
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, Vestry members, volunteers and congregants, including the ability to recruit, train, manage, mobilize, delegate to and lead volunteers
- Excellent written and verbal communication skills
- Proven ability to handle confidential information with discretion
- Ability to organize and maintain a focus on developing generous Christians
- Commitment to ongoing resource development education
- Strategic vision for equipping all ages for a life of generosity
- Commitment to support the mission of The Church of St. John the Divine

Education and Experience Requirements:

- Bachelors Degree Required, CFRE certification preferred
- Strong work tenure: five to 10 years of progressively responsible experience overseeing fundraising and development in a non-profit organization
- Strong computer and analytical skills, including fund accounting, donor record keeping, etc. – Excel, ACS skills desired
- Successful track record in cultivating and engaging major donors and prospects, with a track record of raising over \$5 million annually
- Effective recruitment and management of volunteer leadership
- Legacy giving experience a plus
- Preferred experience in planning and executing capital campaigns
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment

Duties include but are not limited to:

- Design and implement a year-round stewardship and generosity program
 - Lead the marketing efforts and timeline development and implementation
 - Lead the development, recruitment, and training of a Generosity team
 - Develop strategies for identifying, cultivating, and soliciting donors
 - Develop appropriate pro-active recognition strategies for pledgers and donors
 - Direct ancillary support events and activities
 - Solicit major gifts
 - Advise the Rector and the Vestry on the program progress and solicit their assistance as needed
- Strategically develop and administer all aspects of planned and legacy giving
- Direct general parish development education around generosity
 - Coordinate with discipleship ministries to implement and supervise generosity education for all ages and life stages
 - Market and promote educational events and activities around estate planning, wills, and planned giving
- Research and build relationships with existing and potential donors
 - Identify categories of current and potential donors
 - Develop and implement a growth strategy for each category

I have read and reviewed my job function and responsibilities as detailed above and agree to abide by these guidelines. I understand if my job requirements change, it is my responsibility to bring the matter to the attention of supervisor prior to the next formal review of my job description.

Employee Signature

Date

Supervisor's Signature

Date