



OPEN POSITION

Associate Director of Major Gifts

Working at Grace Cathedral

Grace Cathedral is San Francisco's Episcopal cathedral for everyone. Our mission is to reimagine church with courage, joy and wonder in all that we do. Grace is a place of community, spiritual practice, social justice, music and the arts, offering beautiful services seven days a week and yoga on Tuesday evenings. We take courageous stands to advance environmental stewardship, citizen awareness, early education, gender justice, an end to gun violence, racial justice and care for seniors. The cathedral regularly hosts concerts, dance performances, lectures by notable figures and art exhibits throughout the year.

Position Summary

The Associate Director of Major Gifts plays an essential role on the high-performing development team that raises \$4 million annually to support the cathedral's programs within a culture of gratitude, collaboration and commitment to mission. Reporting to the Chief Development and Communications Officer and supervising two direct reports, this new position is central to the achievement of the cathedral's 2019-22 strategic plan, specifically supporting the priority of increasing annual fundraising as the cathedral prepares to launch a capital campaign. The work week for this position is generally Monday through Friday but requires flexibility to work evenings, weekends and holidays as needed.

Primary Duties and Responsibilities

- Collaborate with the Chief Development Officer and the trustee-led development committee on the donor stewardship and fundraising planning for Grace Cathedral's major donors (\$10,000 and up)
- Develop engagement strategies, create solicitation plans and participate in direct solicitation for mid-level donors (\$2,500-\$9,999)
- Oversee, supported by trustee leaders and special events staff, the cathedral's calendar of development events, including our Carnivale gala held each year on Mardi Gras, and several cultivation and donor stewardship events annually
- Hire, train, supervise and evaluate the Donor Relations and Events Specialist and the Development Assistant
- Encourage new commitments to the Circle of Grace, the cathedral's legacy giving program, by creating visible and compelling donor programming and communications

- Prepare briefings for the cathedral's Dean, fundraising volunteers and executive staff for cultivation and solicitation meetings
- Manage the annual trustee appeal with input from trustees and colleagues
- Produce the cathedral's annual report to donors
- Assist in shaping a meaningful and rigorous donor benefits program
- Participate on the team exploring cultural membership
- Attend meetings and trainings as assigned
- Other tasks and duties as assigned

Required Qualifications, Skills and Experience

- Alignment with the vision, mission and values of Grace Cathedral and commitment to contribute to achieving its strategic priorities and goals
- Minimum 3 years of experience in nonprofit fundraising
- Bachelor's degree
- Excellent project management, verbal communication and writing skills
- Strong knowledge of fundraising strategies and proficient with CRM databases, Raiser's Edge preferred
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.), Adobe Acrobat and InDesign a plus
- Professionalism, excellent judgment, discretion, initiative, strong work ethic, detail-oriented, team orientation, commitment to excellence
- The energy, empathy and enthusiasm of every great fundraiser
- Strong relationship skills to optimize connection with diverse cathedral communities including our congregation, trustees and donors
- Familiarity with religious communities
- Able to work evenings, weekends and holidays as needed
- Criminal background clearance required post-offer

Compensation and Benefits

Grace Cathedral offers a competitive wage and benefits package that includes employer-paid medical, dental and vision coverage for employees working more than 30 hours a week and their dependents; a generous employer-contributed retirement plan; commuter benefits; paid vacation and sick time, 11 paid holidays a year, and birthday leave.

Application Procedure

- Email letter of interest with résumé to jobs@gracecathedral.org
- Include position title in the email subject header.
- No faxes or phone calls please.

Grace Cathedral is an equal opportunity employer.

We celebrate diversity and are committed to fostering and sustaining a welcoming and inclusive environment for all employees.