



## OPEN POSITION

### Annual Giving Manager

#### **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 Annual Giving Manager is responsible for many aspects of annual fundraising for Grace Cathedral. As a key member of the development team, this position works with the cathedral's Chief Development and Communications Officer and Dean, staff partners, trustees, committees and fundraising volunteers to plan and implement strategies and meet annual goals and objectives.

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 donor stewardship and fundraising planning for Grace Cathedral's major donors (\$10,000 and up)
- Oversee the annual congregational stewardship campaign of approximately \$1mm in gifts from about 500 donor households with the support of an engaged volunteer leadership team
- Coordinate annual fundraising of about \$175,000, raised through foundation grants, major gifts, individual gifts and an annual special event for The Community Preschool with the support of the cathedral's preschool committee
- Support the development committee
- Oversee the community annual fund and annual arts appeals
- Analyze and report on the results of the cathedral's annual funds, usually on a monthly or quarterly schedule
- May supervise development staff
- Collaborate with development colleagues in annual planning
- Attend meetings and trainings as assigned
- Special projects and 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
- Bachelor's degree and a minimum of 3 years of experience in nonprofit fundraising with a demonstrated track record of cultivation, solicitation and closing gifts
- Familiarity with religious communities
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.); Raiser's Edge and Adobe Acrobat a plus
- Effective oral and written communication skills
- Strong relationship skills to optimize connection with diverse cathedral communities including our congregation, trustees and donors
- Strong analytical, organizational, motivational and time-management skills
- Professionalism, excellent judgment, tact and discretion, initiative, strong work ethic, detail-oriented, team orientation, commitment to excellence
- The energy, empathy and enthusiasm of every great fundraiser
- Experience working with volunteers at various levels
- Able to develop effective partnerships with internal and external constituencies
- Able to independently apply knowledge of fundraising practices and principles
- Able to coordinate and direct the work of others including direct reports and colleagues across departments
- Able to work with a large number of people from a variety of culturally diverse backgrounds and as part of a team
- Willingness to meet with prospective funders and donors, usually located in San Francisco and the Bay Area
- Able to work in a fast-paced, deadline-oriented environment and to juggle multiple tasks
- 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](mailto: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.