COME WORK WITH US

We are seeking a Development Assistant to help us achieve our fundraising goals in support of Grace Cathedral’s mission to reimagine church with courage, joy and wonder.

Salary and Benefits

We understand and believe that to attract and retain exceptional colleagues it is essential that compensation be competitive. Our benefits package includes 100% premiums for medical, dental and vision coverage for employees and 100% for dependents; a retirement plan with a 5% employer contribution and up to 4% employer match; generous paid vacation and sick time; and 14 paid holidays a year, including your birthday.

Working at Grace Cathedral

Grace Cathedral is San Francisco’s Episcopal cathedral for everyone – a place of inclusive community and spiritual practice, social justice, music and the arts, yoga, and more. Our mission is re-imagining church with courage, joy and wonder. We actively work to advance racial, gender, and LGBTQ+ justice, environmental stewardship, citizen awareness, and an end to gun violence. We also strive to ensure that Grace Cathedral is a great place to work.

We celebrate diversity, are committed to anti-racism and seek job candidates who will bring their unique experience to enrich our culture and organization.

For most positions, it is not required to belong to or practice a particular faith in order to work here, but everyone on our team is expected to be aligned with the vision, mission and values of Grace Cathedral and contribute to achieving its strategic goals.

Position Summary

This is a regular full-time non-exempt position reporting to the Donor Relations & Special Events Specialist. Reporting to the Donor Relations and Special Events Specialist, the Development Assistant supports fundamental activities in the development department, including data entry and other tasks related to fundraising and building our donor community. 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

- Support gift entry, payment processing, online gifts, donor acknowledgments and related work in the development department
• Assist with data entry, including biographical updates, returned mail, online newsletter signups, event records from cultural and development events
• Assist with hospitality for trustees and donors
• Support the Donor Relations and Special Events Specialist with the coordination of Carnivale, the cathedral’s annual fundraising gala
• Follow all required health and safety policies required by the cathedral
• Attend meetings and trainings as assigned
• Other tasks and duties as assigned

Required Skills, Experience and Expectations
• Alignment with the vision, mission and values of Grace Cathedral and commitment to contribute to achieving its strategic priorities and goals
• Bachelor’s degree, nonprofit experience and familiarity with the Episcopal Church all strongly preferred
• Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.); facility with Adobe Acrobat and InDesign, and experience using Raiser’s Edge or similar CRM preferred
• Strong interpersonal and communication skills, both written and verbal
• Strong relationship skills, including ability to work with all levels of staff and to work among key cathedral constituents, including members of the congregation and board of trustees
• Detail-oriented and able to manage and meet deadlines; flexible, tactful, and collaborative; proactive and self-directed; excellent organizational and project management skills, problem-solving, judgment, discretion, work ethic, team orientation, and commitment to excellence
• Able to work occasional evenings, weekends and holidays as needed; must work the day before Ash Wednesday to staff the Carnivale gala
• Reasonable accommodations will be made to enable qualified individuals with disabilities to fulfill essential responsibilities of the position
• Must be authorized to work in the U.S.
• Criminal background clearance required post offer

How to apply
• Email a cover letter along with your résumé to jobs@gracecathedral.org
• Include position title in the email subject header
• No phone calls please