



COME WORK WITH US!

We're seeking an experienced and well-qualified
Development Operations Specialist

Job Summary

Reporting to the Director of Major and Digital Giving, the Development Operations Specialist partners with the development and cultural membership teams to increase the cathedral's donation income and help grow cultural membership. Primary responsibilities include maintaining current and prospective donor and ticketing/membership databases; improving systems and processes; generating user-friendly reports to track and communicate progress; overseeing gift tracking and processing; and serving as the primary database administrator.

The standard work week for this position is Monday through Friday and requires working onsite a minimum of three days a week or more, to be determined by your supervisor and which may vary as needed.

Working at Grace Cathedral

Grace Cathedral is San Francisco's Episcopal cathedral for everyone – a place of inclusive community and spiritual practice, social justice work, music, arts, yoga, and more. Our mission is to reimagine church with courage, joy, and wonder.

For most positions, it is not required to belong to or practice a particular faith to work here, although 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.

We actively work to advance racial, gender, and LGBTQIA+ 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 and are committed to anti-racism. And we seek job candidates who will bring their unique experience to enrich our culture and organization.

Job Duties and Responsibilities

- Review and input gift entry information into Raiser's Edge and ReNXT donor databases.
- Oversee and update existing gift processing information and protocols as needed.
- Compose data export and merges for gift acknowledgment letters.
- Serve as point-of-contact for donor record updates and gift processing.
- Serve as database administrator for Raiser's Edge and ACME software for the development, cultural membership, and finance departments.
- Create custom and standard queries, exports, financial reports, giving and pledge statements.
- Coordinate import of data from other electronic systems including ACME, City Box Office, Eventbrite, GiveSmart, PayPal, and Apple Pay into Raiser's Edge.
- Proactively provide technical advice and targeted training on Raiser's Edge and ACME for managers and staff.

Required Qualifications 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 or equivalent work experience in a related field.
- Exceptional computer skills, including proficiency with Microsoft Office suite.
- A minimum of three years of experience managing and maintaining a Raiser's Edge/NXT fundraising database.
- Fundraising background helpful.
- Experience providing staff coaching and training in database use.
- Strong attention to detail, good proofreading, analytical, time management, and organizational skills.
- Ability to maintain highly accurate records and perform data entry for sustained periods of time.
- Reasonable accommodations will be made to enable qualified individuals with disabilities to fulfill essential responsibilities of the position.
- Criminal background clearance required post offer.

Compensation

\$31.25 per hour

Benefits

Our benefits package includes 100% premiums for medical, dental and vision coverage for employees and dependents. Our retirement plan comes with a 5% employer contribution and up to 4% employer match. Along with generous paid vacation and sick time, we also get 14 paid holidays a year, including your birthday.

How to apply

- Email your cover letter and résumé to jobs@gracecathedral.org
- Include position title in the email subject header.
- No phone calls please.