



The Cathedral
Church of **Saint John**
the Divine

1047 Amsterdam Avenue
at 112th Street
New York, NY 10025
T (212) 316-7540
stjohndivine.org

Job Description: Senior Manager of Individual Giving

Mission statement:

Over one hundred years ago, the trustees of the Cathedral Church of Saint John the Divine conceived its mission to be a house of prayer for all people, an instrument of church unity, and a center of intellectual light and leading in the spirit of Jesus Christ.

Today, as the mother church of the Episcopal Diocese of New York and the seat of its bishop, the Cathedral Church of Saint John the Divine serves the many diverse people of our diocese, city, nation and world through the worship of God; pastoral, educational and community outreach activities; cultural and civic events; international ecumenical initiatives; and the preservation of the great architectural and historic site that is its legacy.

Summary:

Reporting to the Chief Financial and Advancement Officer, the Senior Manager of Individual Giving will work in the Cathedral's Development office and will manage the following areas: day-to-day management of the development team's fundraising and operations, including gift processing, reporting, discovery and donor pipeline, quality control, stewardship, and events and related business functions. Responsible for managing a major gifts portfolio, partner with the Director of Institutional and Legacy Support as necessary. The Senior Manager, Individual Giving also manages annual giving societies such as the 1873 Leadership Society and spearheads other major giving initiatives.

Primary duties:

- Maintain an active portfolio of at least 80 major gift prospects.
- Maintain and cultivate donor relations with a portfolio of donors at \$25,000 and above.
- Close \$750,000 - \$1,000,000 annually in gifts from individual donors.
- Facilitate fundraising and engagement for pipeline leadership groups: the 1873 Leadership Society and other major giving patron groups.
- Submit 80-100 proposals/solicitations annually.
- Identify 5-10 new individual giving prospects quarterly.
- With the help of Cathedral program heads, complete annual stewardship reports for portfolio.

Leadership and management:

- Work with team members to establish standards and metrics for excellence in their work.
- Serve as member of the development leadership team to provide strategic insights and thought leadership in designing fundraising campaigns and initiatives.
- Help develop fiscal year projections and reporting to keep team on track.
- Help develop departmental budget.

Team Operations:

- In partnership with the Development team, create and execute fundraising and administrative processes to ensure maximum efficiency of the Development department and maximum fundraising potential.
- Ensure accuracy, communication, and cooperation between Finance and Development around gift processing, financial funds, database usage, and reporting.
- Ensure quality and integrity of RE/NXT data and reporting ability.
- Coordinate with the Development team on annual mandatory stewardship processes.
- Coordinate special operational initiatives such as the tech fundraising summit and special in-house mailings.

Work hours:

- Monday – Friday, and, from time to time, weekend, and evening attendance for Development department events.

Qualifications:

- College degree required.
- Highly collaborative approach
- Extensive knowledge of Raiser's Edge database
- Minimum of five years of fundraising experience working with major donors
- Strong organizational skills and attention to detail
- Excellent written and oral communications skills

Salary:

- \$90,000-\$110,000

To apply:

Please send a resumé and a thoughtful cover letter to jtiebout@stjohndivine.org