

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

The Cathedral Church of Saint John the Divine is the mother church of the Episcopal Diocese of New York and the Seat of its Bishop. In the spirit of Christ, it is chartered as a house of prayer for all people and unifying center of intellectual light and leadership. The Cathedral serves the many diverse people of our city, nation and world through an array of liturgical, cultural and civic events; pastoral, educational and community outreach activities; and the preservation of the great architectural and historic site that is its legacy.

Our theology supports the values of community, hospitality, witness, and stewardship which undergird this mission.

Title:	Development Coordinator
Department:	Development
Reports to:	Director of Development
Internal Contacts:	Office of the Dean, Finance Department, Program Heads
External Contacts:	Blackbaud
Work Hours:	8:30 AM – 4:30 PM (Monday – Friday)

The Development Coordinator will work in the Cathedral’s Development office and will assist in the following areas:

Primary administrator for the department’s Raiser’s Edge database, including: creating protocols for processing gifts, adding new records, updating existing records and generating mailing lists for direct mail appeals, event invitations and other development mailings; creating development management reports and other business intelligence reports for the acknowledgment process, discovery, prospect identification, etc. In addition, this position will be responsible for opening mail and working with the Finance department to prioritize contribution batches so that deposits can be forwarded to the Finance department daily.

The ideal candidate will be enthusiastic about the role of fundraising in elevating people and communities to create a more just and peaceful world. She or he will be able to articulate that their role in gift processing, reporting, and discovery is critical in strengthening and maintaining the relationship between the Cathedral and our donors. The development coordinator will be a proactive communicator who is highly-engaged in the work of the development office, interpreting and anticipating business needs. The Development Coordinator will be collaborative and demonstrate a service-oriented approach to internal and external customers. A problem-solving mindset and deep critical thinking are essential attributes for success.

Primary Duties

Gift Processing:

- Develop and coordinate highly accurate, timely gift processing procedures
- Execute monthly audit to ensure that all gifts have been correctly entered into RE/NXT and processed in Financial Edge
- Work with Finance to assist in monthly reconciliation of gifts
- Review gift detail report with development team daily

- Open mail, code gifts, and enter gifts into RE/NXT on set schedule
- Work with the Director of Development to update appropriate language on Cathedral Website donation page related to specific Fund Campaigns

Analysis and Business Intelligence:

- Working with Director of Development, use Research Point, Wealth Engine, and other tools to identify prospects with high capacity, potential for planned giving, and leadership donors
- Help identify new donor pipelines
- Generate comprehensive donor analytic reports as needed
- Understand the development office business and proactively craft reports that can help accomplish the work more efficiently and effectively

Discovery:

- Provide prospect research for development office
- With the Director of Development and Finance, develop and review protocols for gift processing and database administration

Reporting:

- Maintain integrity of data, including coding and demographic information, data clean up and maintenance, to ensure accurate reporting
- Performing constituent record updates (adding, merging, updating addresses)
- Develop and produce weekly management reports to show fundraising progress
- Develop and produce quarterly management reports to show fundraising progress for committee and Board of Trustee meetings
- Develop special *ad hoc* reports as required
- Create lists for direct mail acquisitions
- Manage prospect files from other Cathedral departments and constituents to help create drip campaigns and solicitation campaigns.
- Troubleshoot all database issues

Qualifications:

- College degree required
- Extensive knowledge of Raiser's Edge database
- Minimum of two years of fundraising experience
- Strong organizational skills and attention to detail
- Excellent written and oral communications skills
- Full series of COVID-19 vaccinations and at least one booster

Compensation:

- \$47,500-\$52,500 per year based on experience

Benefits:

- An excellent package! We offer excellent Medical/dental insurance, 403(b), disability insurance and a generous vacation policy

To apply: please send your resumé and a cover letter to jtiebout@stjohndivine.org