



Congregational Development Director

St. Bartholomew's Church seeks a congregational development director to lead ongoing fundraising and people engagement. Reporting to the Rector, this professional brings background and passion to coordinating nonprofit donation strategies, staff/volunteer leadership, membership/newcomer relationships and community partnerships.

This dynamic role includes managing our annual stewardship campaign, capital building campaigns, outreach ministry fundraising as well as our comprehensive newcomer programs and activities. This individual will build strong relationships with parishioners, staff, leadership teams, volunteers, visitors, newcomers and donors and assist the rector in discerning and implementing a culture and practice of generosity, stewardship and hospitality.

St. Bartholomew's Episcopal Church is a radically welcoming, inclusive faith family – sharing and teaching the love of Jesus Christ through our worship, actions and outreach – transforming ourselves and the world.

Key Responsibilities

Fundraising

- Develop, encourage, and nurture a culture and practice of generosity. Plan, manage and evaluate annual stewardship programs to incorporate newcomers, maintain current pledgers and grow annual giving levels.
- Recruit and train volunteer teams to support annual stewardship, capital building campaigns and Outreach Ministry fundraising.
- Identify and cultivate prospective donors in all categories: annual pledges, special/major gifts, building campaigns and planned giving. Provide support to the Rector in identifying, prioritizing and effectively connecting with targeted prospective donors.
- Communicate effectively with all constituents to provide status updates and answer questions.

Newcomer Ministry and Community Connections

- Develop strategies and processes to implement and sustain an effective and contextual newcomer ministry. (currently involved with Invite. Welcome. Connect.)
- Recruit, train and coordinate leaders and volunteers for newcomer ministry activities.



- Welcome newcomers to Newcomer Coffee, dinner with Rectors and mall groups to hear each family's story and build relationships. Connect newcomers to both parish and community-based programs, ministries and activities.
- Direct specific invitations to newcomers to parish events. Plan and implement fellowship, educational and other events and activities for newcomers.
- Develop and maintain community connections to maximize outreach and impact of parish ministries.

General Responsibilities

- Maintain ongoing communications with all constituents (staff, leadership, members, donors and volunteers).
- Ensure timely and accurate reports and analysis for Rector, Treasurer, Finance Committee, and Vestry.
- Collaborate with staff and leadership teams on the planning and management for all newcomer programs and activities.
- Develop and implement marketing/communications plan including eNews, weekly bulletin, monthly Newsletter, FB/Instagram, website, collateral (print, digital, other) to support and promote all related programs and activities.
- Develop and implement an effective and contextual social media strategy to communicate St Bartholomew's mission and vision to all existing and potential constituents.
- Maintain and monitor all relevant databases and ensure appropriate follow-up.

Job Requirements

We are seeking a mission-focused individual with a positive attitude that will embrace and support the vision and mission of St Bart's to bring the good news to all people.

1. A bachelor's degree and five years relevant work experience.
2. Excellent written, verbal and interpersonal skills
3. Strong time management skills and flexibility with job responsibilities and work hours that will include evenings and weekends.



4. Proficient with database and fundraising software and tools, also with Microsoft Office Suite, (Excel, Word, outlook, PowerPoint, Publisher).
5. Creative self-starter.
6. An attitude of generosity with respect to time, talent and treasure in developing volunteer leaders, and teams.
7. Organized and inspiring team leader.

Preference given to candidates with knowledge of the Episcopal Church and demonstrated fundraising and development experience in faith-based organizations. Relevant additional degrees, training and certificates are desirable.

Full time position. Salary based on experience.

Please submit letter of interest, resume to Beth Dean, bdean@stbartschurch.org, by January 31 at 5 p.m.