

Director of Parish Giving

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The Director of Parish Giving will be a metrics-driven and donor-centered fundraiser who thrives in a cross-functional, flexible, and relational culture. Essential experience includes working with volunteer leaders and prospects, and a Bachelor's degree in a related field or equivalent.

The Director of Parish Giving will have an understanding of the Nashville community, at least 3 years of fundraising experience, and knowledge and appreciation of church and church culture.

Additional skills for this role include strong interpersonal and written/verbal communication skills; flexibility as a team player with a commitment to excellent customer service; the ability to manage multiple projects, to work independently and to take initiative on new projects; a high degree of organization and attention to detail; and discretion in handling confidential information.

POSITION SUMMARY:

The Director of Parish Giving has primary responsibility for fundraising for St. George's Episcopal Church. These efforts include working closely with the Rector; volunteer fundraising chairs including, but not limited to, annual stewardship campaign, capital campaign, and planned giving; and other staff members as needed.

PRINCIPAL DUTIES:

- Directs the following efforts: annual stewardship campaign, planned giving, and capital campaigns. Responsibilities include working with staff and volunteers on strategic planning, setting fundraising goals, developing materials and messaging, and providing training and support to volunteers.
- Directs communication initiatives in collaboration with the Communications team, to ensure consistency in messaging that encourages, informs, and educates parishioners on the importance of stewardship.
- Oversees the annual stewardship campaign including distribution of materials, contact and follow up with parishioners, and thank you process.
- Plans and coordinates, with lay support, any in-person events (usually one) that are held in support of the annual stewardship campaign and any others that might arise in connection with a capital campaign.
- Consults with and advises rector and senior staff of stewardship and development initiatives.
- Delivers report(s) to Vestry at the close of annual stewardship campaigns and other times as needed.
- Participates in parish activities to create and maintain relationships with parishioners.
- Gathers and analyzes data to better inform strategies for fundraising activities.

QUALIFICATIONS:

- Knowledge/Skills:
 - In-depth knowledge of church structure and organizational and operational procedures
 - Working knowledge of the principles and practices of charitable giving/fundraising
 - Strong leadership and management skills
 - Ability to organize, create and implement fundraising efforts
 - Strong interpersonal relationship skills with a demonstrated ability to build relationships and work collaboratively with diverse groups of people
 - Excellent written and verbal communication skills
 - Demonstrated facilitation and presentation skills
 - Working knowledge of fundraising software and donor databases
 - Ability to create basic documents, spreadsheets, presentations, and emails using MS Word, Excel, Power Point and MS Outlook.
 - Ability to apply critical thinking to solve problems in an everyday work setting
 - Active listener
 - Ability to articulate ideas clearly, concisely, and professionally both orally and in writing
 - Ability to work collaboratively, foster teamwork and address conflict as it arises
 - Ability to work independently as well as in a team