



st. Ignatius Parish

Position Title: Director of Development

This position is full time, 40+ hours / week

Related Archdiocesan position classification: Director of Development, job level E-5

Organizational Overview:

St. Ignatius Parish is a welcoming and inclusive Jesuit, Catholic Community in San Francisco. It is one of the most dynamic parishes in the Archdiocese of San Francisco. Parishioners travel long distances to take part in vibrant and engaging liturgies and participate in many services to marginalized populations. The lay leadership structure is a model for the contemporary Catholic parish.

St. Ignatius Church is located at the corner of Parker Avenue and Fulton Street, adjacent to the University of San Francisco. Dedicated in 1914, it commands magnificent views of the surrounding city, hills, bay and ocean and is considered an architectural icon in the city of San Francisco.

Position Summary Description:

St. Ignatius Parish seeks an experienced, full-time Director of Development to drive sustainable growth in fundraising and engagement with the parish, allowing us to accomplish our ambitious community goals for faith, service, and impact.

In the position's first year, the Director will be responsible for overseeing the completion of the parish's \$25M Preservation & Promise campaign, which is currently in its major gifts phase. The Director will also advance year-over-year growth of the parish's annual fundraising efforts. These efforts include the parish's annual stewardship appeal, as well as its obligation to the Archdiocesan Annual Appeal (AAA) and other important initiatives.

The Director will serve as a frontline major gifts officer alongside the Pastor and will develop relationships with key supporters to advocate for the parish's needs and vision. In addition, the Director will be responsible for leading the parish's development team, including the supervision of part-time staff and a dedicated volunteer ecosystem.

The position is highly collaborative and frequently involves close work with multiple stakeholders, all of whom balance competing priorities. Successful candidates will be excited to work in this flexible and dynamic structure with dedication and a “can-do” attitude. The position will work most directly with the Director of Communications, Director of Finance and Administration, and other staff leaders. In the medium-term, the Director may have the opportunity to build out their own Development team as the parish continues to grow.

Reporting Relationships:

Reports to Senior Director of Operations and the Pastor. Manages development-related tasks for the Database Administrator. Manages and supervises volunteers for development-related tasks and projects.

Ongoing Job Responsibilities:

- Serve as primary responsible party for the parish’s fundraising efforts
- Identify and implement strategies to increase support from new, existing, and past donors
- Develop a formalized major gifts program for the parish, which should include a robust planned giving component
- Cultivate new prospective donors through effective messaging, relationship development and virtual and in-person engagement opportunities
- Manage the stewardship of the existing parishioner donor base with efficient and effective donor outreach and relationship management
- Attend and report at Parish Council and Finance Committee meetings to provide updates and strategic analysis of the parish’s fundraising health and strategic trajectory
- Partner with the Pastor and other key volunteers to solicit major gifts, setting up meetings, staffing participants with appropriate information and materials, and participating in solicitations when appropriate
- Manage and analyze the Development department’s annual operating budget
- Work in partnership with Communications to develop effective solicitation materials for fundraising efforts (e.g. stewardship appeal; Preservation & Promise campaign) and to ensure excellence and consistency in branding, messaging, and appearance of print and on-line materials.
- Create and deliver effective and informative presentations to staff, volunteers, donors, foundations, and other stakeholders at the Pastor’s request

-Oversee all fundraising-related functions of the parish's Salesforce database, including analysis, gift reporting, acknowledgements, accounting, and data sharing. Understand audit requirements in these areas and, in conjunction with the Director of Finance and Administration, develop policy and/or protocol changes when needed

-Track, monitor, analyze, and report on key metrics regarding fundraising, community-building, and donor engagement

-Preservation & Promise Campaign-Specific Responsibilities:

-Successfully complete rollout of the campaign's public phase, including ongoing donor recognition and stewardship efforts

-Manage campaign prospect lists for individual donors and foundations, including research and tracking

-Support regular capital campaign meetings

-Take over management of the campaign budget

-Working with CCS, prepare twice-monthly progress reports to the Pastor, leadership staff, and campaign volunteers

-Plan and implement both large and small scale campaign cultivation and recognition events

-With the Director of Communications, develop and manage print, web, and social media communications materials for the campaign

-Consistently document activity in the Salesforce database, including records of conversations, meetings, pledges, restrictions and conditions, actual donations, giving preferences (on-line, one-time, annual, legacy), events and next steps

-Prepare and provide support to the pastor and volunteers for solicitations, participating in solicitations as appropriate

Qualifications, Background & Experience Requirements:

-Bachelor's Degree in a related field

-Five or more years of demonstrated success building and leading the development function in nonprofit organizations

-Experience in major gift fundraising with demonstrated results, including successful individual major donor gift solicitations of six figures and above

- Experience working in or volunteering with religious organizations preferred
- Ability to develop and implement fundraising and communications plans, along with supporting materials
- Experience in providing necessary information to support donor meetings, including holding briefing meetings with key volunteers and senior staff
- Experience in scheduling and staffing solicitation calls and conducting follow up and stewardship of same
- Demonstrated success in managing complex projects, including experience with large-scale capital or endowment campaigns
- Ability to work independently and cooperatively, including in remote settings
- Excellent interpersonal, analytical, and organizational skills, capable of working effectively with staff members, volunteers, and donor/prospects
- Proficiency in Microsoft Office applications, especially Excel
- Experience with Salesforce database management
- Experience with event planning and management
- Analytical skills, attention to details, and accuracy
- Excellent verbal and written communication skills
- Professional presence, remotely and in person; ability to work with a wide variety of people, ease in initiating contacts with other groups
- Knowledgeable about the role of technology and electronic communication in fundraising
- Availability for some travel, evening and weekend work for events and donor contacts
- Desire to actively participate in the St. Ignatius Parish community
- Position Benefits:

St. Ignatius Parish offers a competitive salary commensurate with experience, plus a generous benefits package, which includes medical, vacation, sick leave, and holidays.

To Apply:

Please send cover letter and resume to:

Fr. Greg Bonfiglio, S.J.,

St. Ignatius Parish, 650 Parker Ave.

San Francisco, CA 94118

or

Email: mfcarrigan@usfca.edu