



Job Description

Director of Parish Giving

Position:	Director of Parish Giving
Classification:	Full-time, exempt position, eligible for employee benefits including health insurance and a retirement savings plan with employer match.
Reports To:	Director of Parish Operations and Finance
Direct reports:	Volunteers
Schedule:	Regular work week is Monday through Friday, 9:00 – 5:00 (Friday is an optional remote day), will be asked to attend events on special Sundays and some after hours for committee meetings.

Job Summary

The Director of Parish Giving manages the Chapel of the Cross's (COTC) giving programs to include: the annual campaign, planned/deferred giving program, and endowment/capital campaigns. Duties include developing and executing a comprehensive strategy and plan for education, communication, solicitation and fulfillment of gifts. The Director works closely with clergy, staff and lay leadership, through committees, to develop and achieve fundraising plans and goals.

The Director also carries out day-to-day operations to include weekly gift processing (in conjunction with the parish's accounting partner), pledge reminders, giving statements, acknowledgement letters and producing gift reports and lists from Realm®.

This role is well structured for an applicant who has experience in and enjoys daily development operations, volunteer management, and annual giving programs, and has a high interest in strengthening skills and experience in major and planned giving.

Duties and Responsibilities:

- (40%) Manage the Annual Campaign
 - Work closely with the Stewardship Committee and Annual Campaign chairs on the timeline and fulfillment of campaign phases and goals.

- Development of collateral materials
- Organizing volunteer participation and special events
- Preparing campaign updates
- Maintaining documentation of donation and solicitation history.
- (25%) Planned Giving/1842 Legacy Circle
 - Work with the Planned Giving Task Force in educating parishioners and encouraging planned gifts and gifts to endowment.
 - Coordinate marketing materials, events, and planning related to the 1842 Legacy Circle.
 - Work with the Episcopal Church Foundation (ECF) staff to strengthen gift offerings and education to parishioners. ECF is COTC's endowment manager.
- (20%) Develop and implement a program of parish-wide, year-round stewardship education and communications including:
 - Education around 'pledging' versus 'giving' and the connection with the annual budget.
 - Celebration of generosity in the parish and promoting giving as spiritual practice.
 - Assist parishioners in the use of Realm® to manage and view their giving.
 - In conjunction with the Communications Manager, implement a parish wide communications strategy for generosity in print, digital, and verbal delivery.
- (15%) Collaborate with the Rector to cultivate relationships with donors to ensure growth and sustainability of giving campaigns. It is expected that the Director will steward a portfolio of donors and help key clergy, staff and lay leaders in the development and management of their portfolios.
- As major gift/capital campaigns arise, the Director will be part of the leadership team in the planning and implementation of the campaign.

Administrative

- Attend weekly staff meetings and additional committee meetings as requested (Stewardship Committee meets monthly, and the Planned Giving Task Force meets every other month)

- Attend functions of the Episcopal Parish Network and Episcopal Church Foundation (ECF) and other relevant organizations.
- Create and update policies and procedures pertaining to fundraising operations.
- Updating content on the giving pages of the COTC website.
- Research relevant grants and applicable applications for the benefit of church programs and ministries.
- Occasional public speaking engagements.

Position Requirements

- An understanding of the ministry, mission, and customs of a church. Commitment to support the mission of the Chapel of the Cross.
- Bachelor's degree required.
- Two to three years of fundraising, annual campaign and/or stewardship experience preferred.
- Strong computer skills – experience working with CRM software is a plus. Proficiency with Microsoft Office Suite, especially Word and Excel. MS SharePoint is used in file sharing.
- Experience working with and managing volunteers.
- Ability to build effective professional working relationships internally and externally.
- Ability to maintain confidential information.
- Promote a team culture – lead and work as part of a team.

Application

To apply, please send in your resume and cover letter to jobs@thechapelofthecross.org by January 23, 2026.