

SAINT THOMAS CHURCH

Fifth Avenue · New York City

Role: Capital Campaign Coordinator

Job Status: Full Time, with benefits

Reports To: Chief Advancement Officer

Position is full time. Night and weekend hours are required regularly throughout the year.

Target Salary: \$70,000

Benefits: Includes medical, dental, vision and life insurance with AD&D coverage, short and long-term disability, flexible spending, commuter benefits, a 403(b) retirement plan with substantial company match, paid parental leave, 2 weeks' vacation plus generous holidays and paid time off (PTO)

Saint Thomas seeks a seasoned, responsible, focused individual, with outstanding organizational skills and attention to detail to serve as the Campaign Coordinator in the largest capital campaign in its history.

ABOUT SAINT THOMAS

Saint Thomas Church Fifth Avenue is a large energetic parish in the Episcopal Diocese of New York with hundreds of additional friends and supporters associated through the webcast ministry, the Choir School, and music programs. Our mission is to worship, love and serve Our Lord Jesus Christ through the Anglican tradition and our unique choral heritage.

As an integral part of the parish, Saint Thomas Choir School offers boys a rigorous music education grounded in the choral tradition. In 2024, Saint Thomas Choir School launched a collaboration with Professional Children's School, where the choristers will receive their academic training while maintaining 10-12 hours per week of musical study and rehearsal at the Choir School. Each year the Choir sings at nearly 200 choral worship services including four to five weekly choral liturgies during the school year. In addition, Saint Thomas Church Fifth Avenue presents an annual concert series that includes musicians from across the United States as well as internationally.

Saint Thomas is preparing to undertake the largest capital campaign in its history which will seek to raise funds to support the ministries of Church, the School and the Music program. The Campaign Coordinator will play an integral role in ensuring the success of the campaign.

POSITION DESCRIPTION

The Campaign Coordinator will provide crucial support to the Chief Advancement Officer (CAO) and the Advancement team in the cultivation, solicitation and stewardship of prospects for the capital campaign. The incumbent will prepare prospect reports, donor histories, and creation of presentation materials for donor meetings. The successful candidate will be highly organized, interested in research and information management, donor communications, and will have a clear voice and comfort interacting with donors and people of high net worth.

Primary Responsibilities:

- Provide overall campaign management and organization including managing prospect pipeline reports, prospect strategy, volunteer assignment and status updates

- Using research tools, provide prospect screening and identification and basic prospect research profiles
- Oversee the scheduling of campaign meetings and provide support on campaign presentations, take minutes and capture next steps for campaign volunteers and staff
- Manage campaign gift agreements and the accurate recording of campaign pledges and gifts; work closely with the Database Manager and Director of Development to ensure timely and appropriate acknowledgement and stewardship of gifts
- Responsible for maintaining all campaign reports including Gifts/Pledges to date, cash flow projections, and volunteer assignment and productivity reports
- Manage campaign budget and ensure purchase orders are set up and campaign expenses are tracked against campaign budget line items
- Maintain master calendar for all campaign activity and events and support Advancement team on the design and implementation of campaign events
- Work closely with the Chief Advancement Officer and Director of Development, help to execute all recognition events, reports, signage, plaques and personalized stewardship
- Assist with the production of campaign correspondence including solicitation proposals, meeting requests and follow up
- Organize and monitor volunteer assignments and provide timely information and materials to support their solicitation work
- Additional tasks and assignments requested by the Chief Advancement Officer and Director of Development

QUALIFICATIONS

The successful candidate will be highly organized, self-motivated, detail-oriented, creative, strategic, professional and able to manage multiple projects under tight deadlines. Excellent writing, analytical, and research skills are essential. Candidates must have a high level of computer literacy, including the Microsoft Office suite, as well as online databases and other sources to locate financial and philanthropic information. The candidate will also possess exceptional interpersonal skills and an ability to work collaboratively with all levels of parishioners, staff, volunteers, vestry members, donors, and prospective donors. Bachelor's degree is required.

Additional desirable qualifications include

- graduate, professional, or advanced degree and/or other specialized training in music, education or religion
- A solid knowledge, understanding, and appreciation of the Episcopal Church and its teachings and culture

Requirements & Physical Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk, see, or hear. The employee must occasionally lift and/or move up to 25 pounds.

Equal employment opportunities and diversity among its employees are fundamental principles at Saint Thomas Church and Choir School. We are an equal opportunity employer and do not discriminate in employment decisions and practices on the basis of sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, or any disability that can be reasonably accommodated in the administration of its various programs and policies, veteran status, genetic information, family responsibility, political affiliation or any other status protected by applicable laws.

Any offer of employment is conditioned upon the candidate successfully passing a background screening. Results of the background check are individually reviewed with consideration of the nature and gravity of the background history and the job offered. Any offer of employment will include further information.

This position requires US work authorization.

Application Process

Applicants should email a cover letter, resume, and list of three references to: jobs@saintthomaschurch.org with **Capital Campaign Coordinator** in the subject line. This position will remain open until filled. Incomplete material will not be reviewed.