

SAINT THOMAS CHURCH

Fifth Avenue · New York City

Role: Major Gift Officer

Job Status: Full Time

Reports To: Chief Advancement Officer

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

Target Salary: \$95,000

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 a front-line fundraiser in a Major Gift Officer role 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 Major Gifts Officer will play an integral role in ensuring the success of the campaign.

POSITION DESCRIPTION

Working strategically with the Chief Advancement Officer (CAO) and the Director of Development (DOD), the Major Gift Officer will carry a portfolio of 120 prospects, with responsibility for cultivating, soliciting and stewarding gifts for the campaign. The incumbent will also solicit gifts for the annual appeal, the Choir School and the Music program, according to the interests of individual donors. He or she will also have knowledge of planning giving instruments and will be able to speak with fluency about legacy gifts. The successful candidate will be highly organized, have superb donor-side management skills, and the ability to articulate the mission of Saint Thomas and the case for support with passion, clarity, and vision.

RESPONSIBILITIES AND DUTIES

- Work closely with the CAO and DOD to develop and implement a comprehensive and strategic development plan for cultivation and solicitation of support for the Church, the School, and the Concert Series
- Help to implement a donor campaign based on the Case Statement for the Capital Campaign
- Support the work of the Capital Campaign Planning Committee, which requires managing a number of volunteers in the practical task of soliciting funds.
- Participate in the planning and execution of special events including donor recognition opportunities
- Cultivate donor relationships from the \$5000 to \$100,000 with the intention of moving donors up the ladder of support
- Complete prospect research for major/leadership gift donors and other sources to support parish fundraising efforts
- Maintain an active donor recognition and stewardship program to assure accountability and extend relationships with donors
- Manage and record all donor information gleaned from contacts and provide statistical analysis on number of substantive donor contacts and outreach efforts
- In partnership with the CAO and the OAF, regularly perform analysis and make projections for future giving
- Ensure correspondence (including letters of appreciation and gift acknowledgment letters) are strategic, appropriate and timely
- Ensure complete security and confidentiality of all donor information

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. Five to seven years fundraising experience relevant to the responsibilities.

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 **Major Gift Officer** in the subject line.

This position will remain open until filled. Incomplete material will not be reviewed.