



SAINT JOHN'S CATHEDRAL

Director of Stewardship & Communications

Job Description

About Saint John's

Founded in Colorado in 1860, Saint John's Cathedral was given the initial name of Saint John's in the Wilderness because the closest Episcopal church was over 700 miles away in Kansas. Since its founding, the cathedral's central location in the city has allowed the cathedral to have a large influence on the wider community. Just steps away from the capitol building, the cathedral has a legacy of beauty, mystery, and goodness that impacts the daily lives in Capitol Hill, Denver, Colorado, and beyond. Over the years, the cathedral's clergy have left their mark in various ways, including helping to found the United Way, being a civil rights leader in Denver, and establishing the organization that we now know as the Saint Francis Center.

At Saint John's Cathedral, we strongly value diversity, seek to hire people who are confident in their competency, enjoy learning and collaboration, and approach their work with a commitment to the service of all souls who come to Saint John's. We value both independent work and collaboration and strive for a flexible work environment that fosters creative growth and work-life balance. We offer competitive salaries and provide a range of excellent benefits.

About the Job

Title Director of Stewardship & Communications

Classification Full-Time Equivalent (Exempt)

Hours Sunday – Thursday

Flexibility is essential to accommodate evening and weekend meetings, events, and local travel

Supervisor The Dean

Supervisory Responsibilities Supervises the Digital Ministries Coordinator (DMC)

The Director of Stewardship & Communications (DS&C) is a dynamic, collaborative, and mission-driven fundraising professional responsible for developing and implementing all stewardship activities and overseeing all communications and public relations efforts at Saint John's Cathedral.

Reporting to the Dean, the DS&C works closely with the Director of Operations (DO), and various lay leadership committees including but not limited to the Vestry (or governing board), Finance Committee, and the Capital Campaign Committee.

The Director of Stewardship & Communications is a key member of the senior leadership team. They collaborate on an overall strategy to assess and cultivate individual and congregational giving prospects to support the mission and outreach of the cathedral. They also offer communications expertise and should balance detail-oriented work with seeing the bigger picture as they work with the senior leadership team to achieve that bigger picture.

The Director of Stewardship & Communications will maintain a high-level knowledge of the Realm database to ensure maximum use of the software for productivity and accuracy, in part by overseeing and developing documentation to standardize data entry and extraction processes and procedures.

Primary Responsibilities

Stewardship & Development

- **General Fund**
 - *Annual Pledge Campaign*
 - Create and guide a Stewardship Committee with a Stewardship Chair that assists with all levels and stages of the pledge campaign
 - Lead the development and execution of pledge campaign communications such as theme, graphics, emails, letters, newsletters, and parish reports
 - Design and maintain a year-round invitation and calendar for members and non-members to pledge (in other words, fundraising is continuous, not just during the official public-facing campaigns)
 - Direct and advise other key leadership in the management of their strategic portfolio of pledging households
 - Collaborate with appropriate lay leaders to assist with the promotion of the program and reach 100% participation
 - *Non-Pledge and Offertory Giving*
 - Design and maintain a year-round invitation for members and non-members to donate via the offertory plate and one-time contributions such as Good Friday Offering, Episcopal Relief & Development Sundays, Christmas, Easter, etc.
- **Other fundraising programs**
 - Capital Campaigns
 - Oversee any current and future capital campaigns
 - Planned Giving: Martyn Hart Society
 - Develop and maintain an updated program that builds on past efforts
 - Friends of Music
 - Collaborate with the Director of Music to sustain and grow the existing *Friends of Music*, including 3-4 annual social events
 - Grants
 - Research alternative sources of funding or grants for parish activities and operations
- **Oversee fundraising and stewardship efforts**

- Proactively design giving strategies and ensure that Realm database reporting is reliable across all efforts
- Collaborate with appropriate ministry areas to assist with the promotion of various fundraising efforts
- Serve as the primary relationship manager for pledging households and donors to designated funds or projects

Communications

Oversee the Communications Department - Develop and implement strategic use of communications and media to advance the mission of Saint John's Cathedral. Create a consistent, integrated approach to communications, and ensure the integrity of the Saint John's brand and identity across platforms. This includes but is not limited to:

- **Supervise the Digital Ministry Coordinator (DMC)**
 - Support DMC in overseeing the AV ministry and in maintaining all the cathedral's technical media systems, most especially the installation of new equipment
 - Support DMC in managing the website, social media, newsletter, etc.
 - Work with DMC to edit, design, and approve the content of the weekly newsletter, social media, Sunday announcements, and other marketing collateral (brochures, posters, flyers, banners, etc.)
- **Oversee relationships with contractors and volunteers**
 - Produce short videos for the website, YouTube, and social media either internally or by managing relationships with contractors
 - Create new designs for marketing collateral and parish communications, such as the Annual Meeting booklet, either internally or by managing relationships with graphic designers
 - Develop and oversee a team of volunteer photographers for special services, events, and programs at the cathedral and ensure that the photos are edited and shared appropriately
- **Communications Support for Programs**
 - Provide support to all departments in envisioning and kicking off new programs, including graphic design and promotional schedule/frequency
- **External Communications**
 - Manage external media relations and advertising and provide coordination for Saint John's contacts
 - Cultivate new communications partners/channels in the neighboring community and beyond
 - Represent Saint John's within professional associations and share expertise, when appropriate

Leadership & Management

- Oversee the work of the DMC

- Oversee the work of the CA, DO, Staff Accountant, and other key staff employing the Realm database to ensure compliance with data entry and extraction standards
- Provide regular metrics and program status updates to all relevant leadership
- Regularly attend lay leadership committee meetings including but not limited to meetings of the Vestry, Finance Committee, and Capital Campaign Committees
- Attend all cathedral events directly or indirectly related to the position
- Oversee, mentor, and guide staff and lay leadership that support stewardship and communication efforts
- Develop strategy and provide financial oversight for the department, including budgeting, planning, and expense tracking
- Keep all donor information and other private personal information confidential
- Develop goals and measure outcomes of increased consistency in generational pledging, and regularly increased annual pledging within households over time; serve as the primary relationship manager for all pledging households
- Provide skilled and collaborative leadership in Director and Staff Meetings
- Act as a thinking partner for clergy and staff leadership in solving problems and in creating and maintaining our work culture
- Serve as a staff liaison to various groups and task forces to communicate their work to the parish and provide insight around strategy, when appropriate
- Liaise with the Junior Warden for the Annual Meeting, including the written and verbal reports; provide data and communications for and present on all stewardship activities at the Annual Meeting (January)
- Continue professional development

Other duties as needed

Core Competencies

Highly Relational – Developed capacity to foster trust in people from various backgrounds. Advances a warm, welcoming, and positive professional and personal experience. Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, and social backgrounds, values, and attitudes.

Adaptive – Excel at managing changing and/or conflicting priorities while maintaining a composed, professional, warm manner and being a pragmatic and practical problem solver. Able to quickly learn new skills, especially new software and technology.

Time Management – Possess a keen ability to adjust to changing priorities and maintain an ongoing list of projects. Excellent time management skills are required to handle multiple priorities and ensure completion of crucial projects within deadlines.

Communications – Superb written, verbal, interpersonal, and public speaking communication skills.

Leadership – Organized, clear, kind, and inspiring leader.

Judgment – Capable of working with sensitive information with complete confidentiality. Must possess strong critical thinking skills in addition to good judgment and strong attention to detail. Works effectively without supervision or direction. When necessary, refer sensitive or difficult matters to an appropriate authority.

Collaborative Team Member – Gives importance to group goals and participates accordingly.

Working Conditions

- This position occasionally requires work on nights or non-regular workdays (Fridays and Saturdays).
- This position requires both the ability to remain in a stationary position for extended amounts of time (more than an hour) while typing on a computer and to move throughout the campus for events set up and support.
- This position occasionally requires lifting AV equipment to 50 lbs.

Required Skills and Experience

- Advanced proficiency with Microsoft Office Suite
- Advanced proficiency with G Suite products
- Highly proficient in the use of standard office equipment

Preferred Skills and Experience

- Bachelor's degree
- 3 – 5 years of fund and relationship stewardship experience, preferably in an Episcopal setting
- Advanced proficiency with Adobe products, including In Design
- Experience with Realm or similar database technologies
- Previous experience working at a non-profit or church.

Salary/Benefits

- **Target Annual Salary Range:** \$83,000
- **Medical:** Multiple Plan Options
- **Additional Insurance:** Dental, Vision, EAP, Life, Disability
- **Retirement:** Generous Employer Contribution
- **Paid Time Off:** Accruals over the year
 - Vacation: 160 Hours
 - Sick: 96 Hours
 - Holidays: 15

To Apply

To Apply: Please email your resume and note of interest with “Director of Stewardship & Communications” in the subject line to jobs@sicathedral.org.

