



Development Associate

Job Description

Christ Church Greenwich is seeking a part time Development Associate who will support the stewardship team in securing the financial resources to promote our growth as a faith leader and center for spiritual excellence in the region and the national Episcopal Church.

The Development Associate will report to the Director of Advancement and Engagement who oversees all fundraising activities for the parish. Working within a collaborative environment of parish staff and volunteers, the associate will have a key role in the annual giving process, perform day to day operations of the department, conduct deep research and data analysis followed by detailed reporting, manage the department's usage of Realm (database), draft donor communications, execute prompt receipt and acknowledgment of donations, work closely with the finance department, coordinate stewardship volunteers, and take on ad hoc stewardship and engagement projects. Secondary duties include providing administrative support to the church's planned giving program, known as the Arbor Society, and capital campaign efforts.

The successful candidate will be a team player with initiative, self-confidence, and high integrity, who is detailed oriented enjoys creativity and entrepreneurship in a busy workplace. The candidate will have database entry and analysis skills and be proficient in Word, Excel, Powerpoint. The individual will have strong customer service skills and be able to build trust with donors / parishioners through cultivation and engagement.

Basic Qualifications

- Bachelor's Degree or equivalent experience is required
- 3+ years of relevant development experience is preferred
- 3+ years of volunteer coordination preferred

Job-Specific Skills and Competencies

- Ingrained integrity and trust with a demonstrated ability to manage highly confidential information
- Extroverted digital native well acquainted with Microsoft Office, Google, non-profit CRM's, databases, data entry, running reports, and ability to learn new systems quickly
- Excellent communications skills, both oral and written
- Understanding of philanthropy trends and best practices
- Aptitude to work well in a busy office
- Not easily overwhelmed by a high volume of activity



- Ability to juggle multiple concurrent projects
- Creatively problem solve and willing to try new ideas
- Ability to analyze, explain, and present data

Working Conditions

- Office hours expected with some flexibility to work remotely
- Ability to work evenings and weekends as needed
- Professional development offered
- Compensation \$32 - \$50 per hour depending on experience

Christ Church Greenwich

Christ Church Greenwich has a membership of over 1,700 and has an average Sunday attendance of 367 across three services. It has a staff of 18, including three full-time priests and one part-time priest associate. Our church campus extends over 14 acres and 100,000 square feet of buildings. We have wonderful spaces for worship, hospitality and programming and a stunning, recently renovated sanctuary.

Our liturgical style is diverse and ranges from formal to informal and is reverent and firmly grounded in the Anglican tradition. Christ Church Music is a renowned world-class RSCM-certified church music program. A model of the Anglican choral tradition with a rich history and global reach, we offer eight active choirs, concerts, tours, and a vibrant teen scholar program. Christ Church is also the home of a Christ Church Preschool (CCP), an Episcopal Preschool accredited by the National Association of Episcopal Schools. Founded in 1960, CCP has a student population over 100 and a staff of 18.

Process

Christ Church does not discriminate in its hiring practices, terms, or conditions of employment because of race, color, national origin, ancestry, sex, sexual orientation, gender identity and expression, age, marital status, physical disability, or veteran status.

To apply, please submit a cover letter with compensation requirements and resume to George Belshaw, Director of Advancement & Engagement (gbelshaw@christchurchgreenwich.org).