

Part-Time Development Officer

Trinity Episcopal Cathedral is seeking a part-time development officer to assist the Dean and the Trinity Cathedral Foundation with their comprehensive fundraising efforts. The ideal candidate for this flexible, 25-hour-per-week position will have a strong desire to serve God and others; a track record of building relationships and securing gifts; and enthusiasm for building a culture of generosity to serve and glorify God through the programs, clergy and parishioners of Trinity Cathedral.

The development officer:

- is friendly and has excellent interpersonal and communication skills and will be able to build strong relationships with members of the Cathedral.
- has a proven record of building donor relationships and closing gifts.
- will have the ability to understand Trinity Cathedral, its culture, and its membership to identify, cultivate and solicit major and planned gifts.
- has ability to develop and nurture a comprehensive program to recognize and thank donors at all levels
- will work collaboratively and strategically with the Dean, staff, Foundation, and volunteers who are key to Trinity's stewardship growth.
- can manage and coordinate campaign logistics, including working with staff to manage the confidentiality and accuracy of gift processing and reporting.
- will cultivate Trinity members who have expertise in areas such as estate planning or wealth management, who can advise and assist parishioners and the overall efforts.
- is proficient in using Word, Outlook, Excel, and PowerPoint and has good information management and organizational skills.

Qualifications and Attributes

A Bachelor's degree from an accredited college or university is required as is at least three years of experience with fundraising.

Position reports to the Dean of Trinity Cathedral

A cover letter and resume will be accepted by email addressed to Carole Carter through this address: carter@trinitysc.org. Please include the subject line Development Position.

For information about Trinity Cathedral see www.trinitysc.org/developmentofficer.