



SAINT THOMAS CHURCH FIFTH AVENUE

One West Fifty-third Street ✕ New York, New York 10019-5496

Chief Advancement Officer

Position Description

Job Status: Full Time **Reports To:** The Rector

ABOUT SAINT THOMAS

Saint Thomas Church Fifth Avenue, New York, NY, is an energetic parish in the Episcopal Diocese of New York of about 800 active members and a larger number of people 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.

Saint Thomas Church offers at least one mass every single day of the year and, typically, twenty-six services per week. As one of the leading parishes in the Diocese, it is a significant contributor to the wider mission of the Episcopal Church in New York.

The Parish has an annual operating budget of \$12 million with a staff of more than 50 FTEs. In addition to lay staff, several clergy lead particular aspects of parish life; communications and programming, pastoral care, children and families, and education and formation. The Rector has a Senior Management Team which meets monthly and the Vestry, the Standing Committee, and various committees of the Vestry are actively engaged with staff in the mission of the parish.

The Senior Management Team currently consists of The Rector, Director of Administration and Finance, Associate Rector, Director of Development, Headmaster of the Choir School, Director of Music, Head Verger, and Facilities Manager.

The Church's largest source of funding is its endowment, which provides more than 70% of its annual revenue. Parishioners and friends contribute approximately 15% of annual revenue through the Annual Appeal and Sunday and daily offerings. Saint Thomas needs to decrease its over-dependence on its endowment by significantly

increasing funding from other sources so that it can sustainably grow and fulfill its mission.

The Parish is currently engaged in a strategic planning exercise with Wellspring Consulting which is due to conclude by the end of 2019. The parish has spent many months in a period of self-study and data collection and a number of themes and strategic goals have emerged. The Chief Advancement Officer will have a significant responsibility for the implementation of the strategic plan, working with the Senior Management Team.

As an integral part of the parish, **Saint Thomas Choir School** continues the centuries-old tradition of singing in a boy choir. The purpose of the Choir School is to educate boy choristers who sing in the Saint Thomas Choir of Men and Boys. The School is one of only three of its kind in the world, and the only one in the United States. As an intimate-sized boarding school for grades 3-8 with a challenging academic program, the School offers a wealth of extra-curricular enrichment and a talented faculty in a warm and nurturing environment. The Choir School is accredited by the New York State Association of Independent Schools (NYSAIS) and belongs to the National Association of Independent Schools, the National Association of Episcopal Schools, and the Parents League of New York. The boy choir joins the Men's Choir at services and in concert throughout the academic year.

Each year the renowned Saint Thomas Choir of Men and Boys sings at nearly 200 choral worship services including Choral Liturgies on Sunday mornings, Choral Evensong on Sunday evenings and on most Tuesday, Wednesday and Thursday evenings (September through May). The choir also sings at special liturgies throughout the 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. **Friends of Music** is a group of enthusiastic donors who support the concert series.

POSITION DESCRIPTION

The Chief Advancement Officer (CAO), in collaboration with the Rector and the Vestry, plans the strategy for and the implementation of all fundraising and communications/marketing strategies for the Church, the School, and the concert series. The CAO will work closely with the Senior Management team and reports directly to the Rector.

The CAO is responsible for designing all fundraising initiatives including but not limited to all annual, major, principal, and planned giving; and capital campaigns; as well as overseeing the Communications and Marketing strategy and implementation.

This position oversees a staff of four including the Director of Development, Director of Communications, Communications Manager, and the Advancement Associate.

RESPONSIBILITIES AND DUTIES

Leadership and Planning

- In partnership with the Director of Development (DOD), actively work to create a comprehensive and strategic development plan for cultivation and solicitation of support for the Church, the School, and the Concert Series
- Craft a major/leadership donor campaign in response to the recently adopted Strategic Plan, in conjunction with the clergy and the Vestry
- Participate in the planning and execution of special events including donor recognition opportunities

Cultivation & Solicitation

- Working closely with the Rector, and as needed the Headmaster, and the Director of Music; cultivate the highest-level donor relationships, and contact existing and potential principal donors to secure and retain financial support
- Oversee the DOD in their role to research prospects, establish pipelines and priorities for solicitation, and solicit annual, major, and planned gifts
- Work with the DOD to build and maintain an active donor recognition and stewardship program to assure accountability and extend relationships with donors

Infrastructure

- Provide statistical analysis for parish leadership
- Work with the DOD and the Director of Administration and Finance (DAF) to develop reports and documents for leadership and decision-making purposes
- In partnership with the DAF and the DOD, regularly perform analysis and make projections for future giving
- Identify and recommend plans for moving all data to one CRM
- Ensure complete security and confidentiality of all donor information

Communications and Marketing

- In conjunction with the Clergy, the Director of Music, the Headmaster, and the School Admissions Director, develop a communications/marketing/branding strategy

- Direct the production of all outreach and acknowledgments
- Oversee the ongoing development and coordination of the website
- Review and oversee the adherence to the style guide

REPORTING

- The CAO will report to and meet regularly with various constituencies including the following:
 - Weekly meetings with the Rector
 - Monthly reporting to the Vestry
 - Regular meetings with the Senior Management Team
 - Other meetings as directed by the Rector

QUALIFICATIONS

Required:

- Bachelor's Degree
- Ten+ years of demonstrated senior advancement experience
- Must have a significant record of success in fundraising including the demonstrated ability to solicit and close major gifts from individuals
- Experience leading/managing capital and other significant fundraising campaigns
- Experience managing a diverse team
- In addition to being a highly skilled team leader, the CAO must also be a very effective team player and collaborator
- Experience with fundraising database software and database conversions
- Experience with marketing and branding
- A working knowledge of internal and external communication technology
- A respect for the ethos of Saint Thomas Church Fifth Avenue and the Episcopal Church

Preferred:

- Graduate, professional, or advanced degree and/or other specialized training
- A solid knowledge, understanding, and appreciation of the Episcopal Church and its teachings and culture

SKILLS

- Excellent management skills
- Ability to manage complex and multi-faceted organizational detail

- Ability to take on significant responsibility, work independently, and be flexible in a changing environment
- Excellent interpersonal, verbal, and written communication skills
- Extensive experience leading and working with volunteers

The position is full time. Occasional night and weekend hours may be required throughout the year. Salary is competitive and includes a comprehensive benefits package, which includes health insurance and paid time off.

To apply, please send a resume or CV and cover letter to: jobs@saintthomaschurch.org