Come work with us!

Grace cathedral is seeking exemplary candidates for **Development Associate**.

Compensation and Benefits

The starting rate for this position is $35.00 per hour. Our benefits package for full-time positions includes 100% employer-paid medical, dental, and vision insurance premiums for employees and their dependents; a 403B retirement plan with a 5% employer contribution and up to 4% employer match; generous paid vacation and sick time; and 13 paid holidays a year plus your birthday off.

Employment Classification

Regular, full-time, non-exempt

Job Overview *(full job description provided upon request)*

Directly reporting to the Associate Director of Donor Relations & Special Events, the Development Associate supports fundamental activities in the development department, including data entry and other tasks related to fundraising and building our donor community, outlining and prepping grant proposals, and stewardship of individual donors. Approximately 50% of the role consists of supporting and partnering with the Associate Director of Donor Relations & Events to coordinate and execute the cathedral's annual fundraising gala known as Carnivale. The work week for this position is generally Monday through Friday though requires flexibility to work evenings, weekends, and holidays as needed.

Working at Grace Cathedral

Grace Cathedral is the cathedral church of the Episcopal Diocese of California. Our mission is to re-imagine church with courage, joy, and wonder. We celebrate diversity and work to advance racial, gender, socioeconomic, environmental, and LGBTQ+ justice. Grace Cathedral is committed to anti-racism and seeks candidates who will bring their unique experience to enrich our culture and organization. Besides church services, we host yoga twice week, sound baths, wedding and funeral receptions, concerts, and much more. For most positions, it is not required to belong to or practice a particular faith to work here, but everyone on our team is expected to be aligned with the vision and values of Grace Cathedral and contribute to achieving its strategic goals.

Job Requirements

- Bachelor's degree, nonprofit experience, and familiarity with the Episcopal Church all strongly preferred
- Proficiency in Microsoft Office Suite required (e.g., Outlook, Word, Excel, PowerPoint, etc.); facility with Adobe Acrobat and experience using Raiser's Edge or similar CRM strongly preferred
- Strong interpersonal and communication skills, both written and verbal
- Strong relationship skills, including ability to work with all levels of staff and to work with key cathedral constituents, including members of the congregation and board of trustees
- Attention to detail; ability to manage and meet deadlines; strong work ethic; team orientation; flexibility and initiative; excellent organizational judgment, organizational, and project management skills; problem-solving ability; tact and discretion; and a commitment to excellence
- Must be able to lift 30 pounds
- Ability to work occasional evenings, weekends and holidays as needed; must staff the annual Carnivale gala
- Reasonable accommodations will be provided to enable qualified individuals with disabilities to fulfill essential responsibilities of the position
- Fingerprint clearance through Department of Justice for Child Abuse Index Check and Criminal Record Statement required post offer

How to apply

Please email your cover letter and resume to jobs@gracecathedral.org