



JOB DESCRIPTION

St. Anthony Shrine

Job Title: Development and Stewardship Manager

Department: Development

Reports to: Chief Development Officer

Location: St. Anthony Shrine
100 Arch Street
Boston, MA 02110

FLSA Status: Full-time Exempt

Date: June 2025

St. Anthony Shrine, known as the Church on Arch Street, is a Catholic landmark in the heart of Boston. Established by the Franciscan Friars in 1947, the Shrine has been a welcoming refuge for nearly 80 years, offering a place of prayer, reflection, and community for all. Our ministries provide essential services, including: healthcare for homeless women through the **Rita A. DiMento Women's Medical Clinic**, the **Franciscan Food Center** offering weekly and monthly food distributions, mental health and substance use counseling at the **Mychal Judge Center for Counseling and Recovery**, and dignified funerals and burials for the poor through our **Lazarus Ministry**.

St. Anthony Shrine is an equal opportunity employer. Employees are assured of equal opportunity in employment recruitment, placement, promotions, demotions, layoffs, training, compensation and all other conditions and terms of employment without discrimination based on age, race, color, gender/sex, sexual orientation, religion, national origin, mental or physical disability, genetic or family medical history, veteran status or any other protected status. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States. The Shrine is committed to fostering an environment of inclusion and belonging.

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

The Development and Stewardship Manager is a development professional with a solid grounding in nonprofit fundraising who will manage key development activities, including donor stewardship, event planning and

execution (one annual Gala, several small celebrations), and project management, while having the opportunity to engage directly with donors. The ideal candidate will be an organized and proactive professional who is detail-oriented and eager to contribute further to a development team.

Donor Stewardship & Engagement

1. Oversee a small portfolio of annual individual donors giving less than \$5,000 and Gala sponsors. Responsible for qualifying, cultivating, soliciting, stewarding, acknowledging, and tracking.
2. Proactively support the stewardship activities of the development department by establishing and coordinating stewardship plans, ensuring meaningful engagement through various touchpoints, including special events, affinity groups, and personalized communication.
3. Participate in prospect management meetings to discuss strategy and updates.
4. Provide high-level supervision for development events, particularly the annual gala, coordinating with team members, external consultants and vendors, event committees, volunteers, and donors to ensure smooth execution and success.
5. Manage smaller cultivation events, thoughtfully crafting each gathering to strengthen donor relationships and ensuring that each event aligns with organizational objectives
6. Draft all event-related correspondence (e.g., sponsorship and invitation content, thank you letters, website updates, honoree requests, etc.)
7. Maintain tracking mechanisms for event planning and management, including budgets, timelines, and prospective lists for sponsors and donors.
8. Support the Chief Development Officer in overseeing the work produced by consultants, designers, printers, caterers, and other event vendors.

9. Other duties, as assigned.

ADDITIONAL RESPONSIBILITIES

In addition to the tasks outlined above, it is a requirement of the Development and Stewardship Manager to:

1. Work cooperatively with all other departments of the Shrine to enhance the Shrine's public image, raise the Shrine's public profile, and encourage donor and volunteer engagement.
2. Contribute to fostering a culture of philanthropy at the Shrine.
3. Work in a collegial manner with staff and friars, in a manner that is consistent with our *Franciscan Values in the Workplace*, which are: service, humility, peacemaking, contemplation, and collegiality.

REQUIRED QUALIFICATIONS

1. Experience in events and donor stewardship/relations role of added value.
2. Ability to work independently as well as communicate effectively across multiple teams.
3. Organization and project management skills with the ability to handle competing deadlines.
4. Ability to manage multiple tasks and responsibilities efficiently and effectively with an acute attention to detail.
5. Ability to communicate effectively both in writing and verbally.
6. Basic computer literacy with knowledge of donor database systems.
7. Effective written and verbal communication skills

EDUCATION AND/OR EXPERIENCE

3-5 years of fundraising experience.

PHYSICAL DEMANDS:

1. Able to use a computer and telephone.
2. Able to move about the Shrine; sit, stand, bend and lift up to 10lbs.

WORK ENVIRONMENT: Onsite in a Catholic ministry setting and church environment that is both public (Shrine) and private, residential (Friary).

HOURS: 40 hours per week, some weekend and evening hours required. Hybrid: 4 days in office; one day work remote.

WAGE RATE: \$75,000 - \$85,000 annually

To Apply: Send Resume and Cover letter

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