22 East Chestnut Hill Avenue

Philadelphia, PA, 19118

www.stpaulschestnuthill.org

The Rev. Eric P. Hungerford, Rector

erichungerford@stpaulschestnuthill.org

215-242-2055 ext. 28

Development opportunity at St. Paul's Episcopal Church, Chestnut Hill

**Director of Congregational Stewardship (part time)**

The growing and energetic congregation at St. Paul's Episcopal Church in Chestnut Hill, Philadelphia is adding a new staff position in development and donor relations.  Our annual fundraising needs are approaching the $1 million mark, and we are looking for someone to rebuild, organize, and manage the parish’s stewardship operations that include pledging, traditional fundraising, and planned giving.

You would join two clergy persons and a small staff team and coordinate an enthusiastic volunteer committee of parishioners.  The working environment is collegial, intelligent, and loving.  St. Paul's Church is a long-established institution in the Chestnut Hill community, which draws people of faith from all demographics and offers worship and a variety of programs for all ages.  Volunteer participation and leadership across the parish's activities is widespread.

We seek an individual with at least 2-3 years of experience and knowledge of development, preferably in a church or non-profit setting.  Our dream candidate will have strong interpersonal skills and an attraction to the values of a faith community; ability to communicate well in writing and speaking; an analytical and creative approach; and an ethic of commitment and collaboration.

This position would suit someone with the required skills and experience who seeks a part-time position and can offer flexible hours depending on seasonal needs.  We are open to early, mid, or late-career applicants.

**Specific responsibilities**

* Designing, implementing and managing all aspects of the annual pledge campaign and other fundraising efforts.
* Advancing and managing the planned giving program, including events.
* Managing development software and databases.
* Analysis and reporting of stewardship and giving trends.
* Cultivating and sustaining relations with donors.
* Working with the vestry (governing body), clergy and staff, and Stewardship Committee to provide strategic direction for all fundraising efforts.

**Terms**

Consultancy basis: 10-12 hours/week with flexibility, $50 charged hourly.

Occasional weekend hours required.

Direct report to the rector (senior minister) of St. Paul's.

Starting Sept 1, 2025, or soonest thereafter.

This position has the potential to grow with the successful candidate.

[www.stpaulschestnuthill.org](http://www.stpaulschestnuthill.org)

To apply please send resume and cover letter to The Rev. Eric P. Hungerford, Rector, at erichungerford@stpaulschestnuthill.org or St. Paul’s Church, 22 East Chestnut Hill Avenue, Philadelphia PA 19118