



Director of Development and Communications

St. Paul's Episcopal Church in Chestnut Hill, Philadelphia is a vibrant, welcoming, and growing faith community seeking a Director of Development and Communications to help strengthen and share our mission. This role brings together fundraising, relationship-building, and storytelling to support the life and work of the parish. It is envisioned that this role will grow in the coming months into a more expanded role, taking on responsibility for strategic fundraising and communications initiatives.

Working closely with clergy, staff, and engaged volunteers, this position will guide both stewardship efforts and communications efforts, helping to inspire generosity and ensure that the parish activities are clearly communicated to our community and beyond. This is an ideal opportunity for someone who has interest in building a development and communications system to better support the programmatic needs and long-term financial health of a church and values collaboration, creativity, and serving community in a faith-based setting.

Please send applications to stewardship@stpaulschestnuthill.org c/o Inaara Neal-Shiraz, including a cover letter, resume, and any additional reference materials you'd like to submit.

Key Responsibilities

Development & Stewardship

- Design, implement, and manage all aspects of the annual pledge campaign and other fundraising initiatives with the Stewardship Committee
- Develop and grow the planned giving program, including events and donor education
- Cultivate and sustain strong relationships with donors and parishioners
- Manage development databases and software, ensuring accuracy and thoughtful use of data
- Partner with clergy, vestry, and the Stewardship Committee to set vision and direction for fundraising efforts, including a capital campaign

Communications

- Create, draft, and send the weekly Happenings e-newsletter
- Create or oversee the creation of flyers, announcements, and promotional materials
- Serve as the primary content manager of the parish website, updating it with event information
- Create and manage content for parish social media accounts, including Facebook and Instagram
- Promote parish events through online calendars, local listings, and community channels



Qualifications

- 2–3+ years of experience in development, communications, or related nonprofit work
- Strong writing, editing, and interpersonal communication skills
- Experience with fundraising, donor relations, or stewardship programs preferred
- Comfort managing digital tools such as websites, email platforms, and social media
- Organized, detail-oriented, and able to manage multiple projects
- Collaborative spirit and appreciation for working within a faith-based community

Work Environment

St. Paul's offers a collegial, thoughtful, and supportive environment grounded in shared purpose and community. This role includes collaboration with clergy, staff, and dedicated volunteers who are deeply engaged in the life of the parish.

Position Details

- Part-time (20 hours/week)
- Candidate can begin as soon as possible
- Compensation: \$25,000 base salary with some limited benefits possible
- Occasional evenings or weekends may be required
- Reports to the Rector