



## 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

**Prepared Date:** May 2025

**Approved by:** Fr. Thomas Conway

#### **SUMMARY**

St. Anthony Shrine is a *prophetic Franciscan Catholic community welcoming all people through prayer and outreach*. It is the responsibility of the Development and Stewardship Manager to work in accordance with this mission.

St. Anthony Shrine, the “Church on Arch Street,” is a center for Roman Catholic ministry in Boston, Massachusetts, directed by the Franciscan friars of the Province of Our Lady of Guadalupe. The central focus of the Shrine’s ministry has remained constant for over 75 years: providing a convenient and prayerful setting for people desiring to praise and worship our God – currently through weekend and weekday Masses, as well as an extensive schedule for the Sacrament of Reconciliation. The Shrine also has several outreach and evangelical ministries.

All are welcome. St. Anthony Shrine serves a diverse population in both corporal and spiritual ministries.

#### **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.

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**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 touch points 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 in order 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