

**Position:** Fundraising/Development Manager  
**Classification:** Full-time, Exempt  
**Reports to:** Chief Operating Officer (Vicar)  
**Location:** Spring, TX (can work remotely much of time)  
**Benefits:** Yes  
**Salary Range:** \$55,000 - \$65,000  
**Websites:** [www.isidores.org](http://www.isidores.org) and [www.harvestkitchen.org](http://www.harvestkitchen.org)

## Overview

St. Isidore Episcopal and The Abundant Harvest create relationships around the table that feed the body, nourish the soul, and transform our community. We aim to be alive and in communion with people working every day to provide “offensively generous” services while feeding more than just the community’s hunger for nourishment, but ultimately satisfying their spiritual hunger to plant permanent roots. The Abundant Harvest is both a ministry of St. Isidore Episcopal Church and a Social Enterprise that is a multipurpose space that provides a shared kitchen and storage rental, business incubation, food service internships and training, cooking and nutrition classes, a robust community food pantry and café as well as mission worship. The Abundant Harvest provides over one million pounds of food and over 10,000 meals to families in need using a network of over 450 volunteers and 31,000+ volunteer hours each year.

## Position Description

The Fundraising / Development Manager (FDM) is responsible for planning, organizing, and directing all of St Isidore Episcopal / The Abundant Harvest fundraising including the major gifts program, annual giving, planned giving, special events and grant writing. The FDM works closely with the Vicar and Treasurer of St. Isidore in all development and fund-raising endeavors. The key initial focus of the FDM is to help improve and execute the development and fundraising strategies for St. Isidore Episcopal and The Abundant Harvest.

## Primary Responsibilities:

- Work closely with the Vicar and the Treasurer of St. Isidore to develop and execute a Fundraising Plan that includes all aspects of Fund Development
- Make public appearances/accept speaking engagements to share information about the St Isidore / The Abundant Harvest with the community
- Maintain the fundraising database and tracking systems
- Create publications to support fundraising activities
- Maintain gift recognition programs and generate annual contribution statements for IRS purposes
- Develop, manage, and grow a major gifts program including identification, cultivation, and solicitation of major donors
  - Working with the Vicar and other church leaders, strategize the ask and manage the communications between 500 + donors and the organization.
- Manage current grants to assure deliverables are met and reported on a timely basis.
- Maintain current grant maker relationships.
- Conduct research into grant opportunities and identify new sources of grant funding.

- Write and submit grants for both sustaining and new projects
- Direct the annual fund drive program, including training volunteers, producing materials, manage mailings and follow up with last year.
- Manage fund raising events such as the annual Giving Tuesday fund drive including recruiting, training and managing volunteer committees, follow up with attendees/donors.

### **Educational Qualifications and Experience**

- Bachelor's degree
- Fundraising or related work experience preferably with non-profit agencies.
- Demonstrated ability to build relationships with supports
- Comfortable with initiating calls to prospective donors and speaking in public
- Strong oral and written communication skills and technical competence learning/using computer software
- Reliability, personal responsibility, and initiative are must-haves!
- Any combination of training and experience that provides the required knowledge, skills, and abilities to perform the principal functions of the position will be considered.

### **Required Skills:**

- Must embrace the mission and core values of St. Isidore Episcopal Church and The Abundant Harvest
- Must be able to read, write and speak English in an understandable manner.
- Must have a valid Texas driver's license and maintain insurance.
- Must possess the ability to make independent decisions when circumstances warrant
- Must be able to deal tactfully with staff, volunteers, members, guests and a very diverse groups of people
- Must possess sight/hearing senses or use prosthetics that enable sense to meet the responsibilities of the job
- Must be able to manage time and multiple tasks and projects.
- Must be in good general health.
- Must complete Safeguarding God's Children and Safeguarding God's People training provided by church and follow parish guidelines regarding safety of children and others in church facilities.
- Must pass all mandated Diocesan background checks.

### **Submission/Interest:**

Please submit cover letter/email and resume with the Subject Line: Fundraising/Development Manager to: [treasurer@isidores.org](mailto:treasurer@isidores.org).

**St Isidore Episcopal/Abundant Harvest Kitchen**  
**24803 Oakhurst Drive, Spring, TX 77386**