



Interfaith[®] Philadelphia

Director of Development and Finance

Full Time

Start Date: September or October 1

Interfaith Philadelphia

Since its founding in 2004, Interfaith Philadelphia has challenged the region's residents to *dare to understand* one another. In order to promote social harmony and inter-religious and inter-group understanding, Interfaith Philadelphia equips individuals and communities for interfaith engagement, builds collaborative relationships, and stands in solidarity with our diverse neighbors. Our bold vision is to have our region reflect the vibrancy of a religiously diverse democracy, one in which all people are valued, distinctive traditions are welcomed, and people of diverse backgrounds collaborate to shape a just and compassionate society.

Summary of Position

The Director of Development and Finance directs and oversees all aspects of Interfaith Philadelphia's development strategy and financial management. The Director of Development and Finance will think and plan strategically for growth, work closely with the Executive Director and Treasurer to build and maintain the annual budget. This position includes the supervision of the Development & Outreach Manager and part-time grant writer to achieve Interfaith Philadelphia's annual goals, and will oversee internal bookkeeping processes. Top candidates will have experience with fundraising leadership, major gifts, project and events management, and comfort with nonprofit financial management. Candidates should be passionate about interfaith work as a powerful force for societal good, fostering a thriving and democratic society.

Responsibilities:

- Develop, oversee, and implement annual development plan that grows and diversifies revenue through individual giving, foundations, corporate partnerships, and congregational and religious community support
- Lead organizational financial management and planning in partnership with the Executive Director and Treasurer
 - Produce monthly finance reports, oversee bookkeeping, and manage cashflow projections
 - Support program staff in management of program budgets
 - Oversee annual audit
- Work with Executive Director to shepherd annual budget process in conjunction with staff, Treasurer, committees, and Board of Directors
- Supervise Development & Outreach Manager and part-time grant writer; oversee bookkeeping and financial recordkeeping processes
- Convene Development and Finance Committees and meaningfully engage members to carry out priorities and activities

- Oversee collection and analysis of evaluation data for grant reporting, organizational learning, and continuous improvement
- Maintain fluency with Interfaith Philadelphia programs and strategic priorities, as well as trends in philanthropy and in the field of interfaith relations, to cultivate support for our mission and vision.

Qualifications and Skills

- 5+ years of nonprofit fundraising
- Demonstrated success in major donor cultivation and solicitation
- Experience in supervising and managing a team
- Comfort with nonprofit financial management and accounting
- Adept at managing multiple responsibilities simultaneously
- Strong administrative and organizational skills
- Strong written and oral communications skills
- Self-directed and detail-oriented
- Ability to think strategically with a broad perspective
- Ability to represent Interfaith Philadelphia with integrity and enthusiasm to Board members, donors, funding partners, community partners, etc.

Salary and Benefits

- \$70,000-\$75,000 salary, commensurate with experience
- Healthcare benefits, generous PTO, 401(k), professional development
- Hybrid work schedule

Application Deadline: July 31, 2026

To apply: Please send a cover letter and resume to Rebecca Watson at rw@interfaithphiladelphia.org. Cover letter should address your interest in the organization and role, and how your previous experience is relevant to this position.