



JEWISH COMMUNITY PROJECT

Position Opening:

ASSOCIATE DIRECTOR, ANNUAL CAMPAIGN

BACKGROUND

The Jewish Community Project (JCP) of Lower Manhattan, Inc. was founded in 2002 as a grass-roots effort to grow Jewish life in downtown NYC. Based in Tribeca, JCP is an open and organic Jewish community which enables individuals and families to become a creative force in the life of the organization, and through educational, cultural, social, and spiritual experiences. The organization now serves approximately 600 downtown families and individuals and also operates a prominent early childhood and Hebrew school program.

For more information about JCP visit our website at www.jcpdowntown.org

ABOUT THE POSITION

Reporting to the Director of Development and Executive Director, the Associate Director of the Annual Campaign will work with the organization's lay leaders and senior staff to ensure an effective plan and execute the plan in order to meet JCP's Annual Campaign goals.

Responsibilities:

Annual Campaign:

- Work closely with the Director of Development to prepare for and attend each Development Committee meeting
- Strategize suggested 'asks' for each prospect
- Research new prospects and update existing prospect portraits. Relay any updates to ambassadors.
- Manage the prospect list/pipeline
- Plan out the Development Calendar (this calendar will include Development Events, committee meetings, appeals/mailings, etc.)
- Responsible for Kehillah, JCP's membership program
 - Keep track of renewals, joins, and send out renewal reminders as needed.
 - Manage other Kehillah related initiatives

Events Management:

- Partner with event co-chairs and serve as the lead staff member for all development related events
- Serve as lead staff member for the Annual Benefit Auction, including but not limited to, procurement, data management and fulfillment
- Collaborate with the marketing team on Benefit program, invitations, save the date, mass emails, flyers, banners, etc.
- Oversee the Annual Benefit honoree process from start to finish, through creating a timeline, sending out mailings, and communicating with honorees
- Timeline management and run of show management for the Benefit and other Development events
- Prepare and shape the agendas for each bi-weekly or weekly for Benefit Leadership meeting
- Set up Benefit website homepage and manage journal ads
- Coordinate with Events Manager on day-of logistics for the Annual Benefit
- Send JCP leadership post-event recap emails with stats

Administrative duties & additional support:

- Gift Management & Acknowledgement
 - Update volunteers on status of gifts received and coordinate recognition
 - Prepare timely thank you letters for signature and mailing
 - Communicate with donors and confirm listing preferences for Annual Report
- Notify lay –leaders, senior staff, and ambassadors (if necessary) when we receive a gift which is relevant to the guidelines
- Update Development Ambassadors on prospect activity
- Invoicing of pledges and campaign and event revenues
- Capital Campaign support - acknowledgment letters and briefing/cultivation dinner support
- Set up registration forms for events and track registration

QUALIFICATIONS:

The ideal candidate will demonstrate the following qualifications:

- A Bachelor's degree and at least three years of professional experience in Development with a proven record of success in meeting fundraising goals.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- Proven success in coordinating fundraising strategies and events.
- Experience interacting and building robust relationships with major donors, volunteer leaders and Board members.
- Proficiency in database management, including fundraising databases, Excel, PowerPoint, Word, and other computer skills, as required.
- Excellent interpersonal, written and verbal communication, and problem solving skills.
- Flexibility and ability to work independently and as a team player with a wide range of constituents and colleagues.

- Strong follow-through and attention to detail; proven ability to set and meet deadlines.
- Excitement about the mission of Jewish Community Project and in playing a key role in both further strengthening the organization and impacting the development of innovative Jewish life in Lower Manhattan.
- Comprehensive understanding of the New York philanthropic landscape, experience with Jewish philanthropies and experience with, and an appreciation of, the opportunity to develop a new generation of philanthropists are all pluses.

This position is available immediately. To express interest in this professional opportunity, please send your cover letter and resume to Jobs@jcpdowntown.org with the subject, "Associate Director, Annual Campaign".