



JEWISH COMMUNITY PROJECT

Position Opening:

DIRECTOR OF DEVELOPMENT

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

The Director of Development will collaborate closely with the Executive Director (ED) and will oversee a robust development program at JCP. He or she will be responsible for Annual Campaign, Major Gifts, Annual Benefit, smaller events, and work closely with the VP of Development and other members of JCP's Board of Directors, volunteer solicitors and leaders. In addition to supervising the Development Associate, the Director of Development will also interact with the team leading the Capital Campaign for JCP and will play a coordinating role between the Capital Campaign and the annual effort. Responsibilities will be both strategic and tactical, including developing overall annual development plan, donor strategies, managing the prospective donor pipeline, ongoing work with volunteer solicitors and key lay leadership and maintaining accurate and up-to-date information on donors and prospects.

The Director of Development, reporting to the ED, will:

- Collaborate with the ED and volunteer leadership to create a strategic direction for the Annual Campaign and implement and monitor progress, working with Development Committee and staff. Prepare agendas, materials and oversee follow up from meetings.

- Engage in extensive interaction with Board members and key donors to support JCP's need for philanthropy, including the setting of annual fundraising priorities and goals.
- Partnering with the VP of Development, oversee development volunteers, providing support and training for campaign ambassadors and oversee effective process for communication, receipting and acknowledgements.
- Train and support volunteer solicitors, committee chairs and members in effective financial resource development and serve as in-house consultant to other senior staff in regard to directed development efforts.
- Expand the current Major Gifts program, building on the annual stewardship event and the ambassadors program.
- Manage donor pipelines through the identification, cultivation, solicitation, and stewardship stages including assigning next steps and ensuring follow-up activities are completed in a timely manner.
- Create individual donor strategies, prepare customized briefing and solicitation materials for volunteers and staff to use during donor meetings, and coordinate with the ED, Board members, and staff as needed for follow-up from meetings.
- Oversee \$450,000 Annual Benefit, including multiple auctions, tribute committee, program, etc., and working with Board members and other volunteers and JCP staff, including Events Coordinator, to lead to success. Ensure that communications are effective and that volunteers are engaged and working with Board members and other volunteers.
- Coordinate with the Capital Campaign staff to ensure an integrated and strategic development effort; depending upon the internal staffing, this may include some elements of supervision of the in-house professional working on the Capital Campaign.
- Working closely with Development Associate, develop and implement a series of smaller events for cultivation, solicitation and stewardship.
- Develop and oversee implementation of institutional gift program, including research, grant writing, development of proposals, etc. to increase support for strategic programmatic and organizational priorities.
- Supervise growing development staff including a Development Associate and Associate Director, Capital Campaign, and work in partnership with the Director of Marketing Communications as part of a general objective of institutional advancement.
- Create and manage Development communications, including website pages, emails, print media, gift acknowledgements, and establish a systematic process for follow-up notes for leadership, donors and prospects.

- Create and present regular progress reports to ED and Board leadership.
- Manage and track the Development Department's budget.
- In coordination with other senior staff, participate in the selection and migration to a new database system to manage all organizational relationships.
- Serve as a member of the senior staff and participate in organizational-wide strategic planning and execution efforts.
- Other responsibilities as assigned by the ED.

QUALIFICATIONS:

The ideal candidate will demonstrate the following qualifications:

- Relevant master degree and at least five 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.
- Outstanding 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 line "Director of Development".