



### **Director of Development, Capital District Jewish Holocaust Memorial, Inc.**

The Capital District Jewish Holocaust Memorial (CDJHM) is seeking a highly qualified candidate for the position of Director of Development. The Director of Development will lead a capital campaign to build the Capital District Jewish Holocaust Memorial. The Director of Development reports to the President and the Board of Directors.

#### **About CDJHM**

CDJHM, Inc is a 501 c 3 corporation with the goal of building and maintaining an educational Holocaust Memorial in the Capital District of New York State. The mission of the organization is to memorialize the six million Jews and other victims of the Holocaust, and educate the public about the consequences of hatred, brutality, and apathy. In addition to constructing the memorial, CDJHM plans programming to educate students and adults about the Holocaust, the terrible consequences of racism and anti-Semitism, and how to stand up and be an ally to all those who are oppressed or marginalized. More about the Memorial, the organization and its mission can be found @ [www.CDJHM.org](http://www.CDJHM.org).

#### **About the Director of Development position**

The Director of Development is responsible for all fundraising activities associated with the Capital District Jewish Holocaust Memorial. The major responsibilities include planning, organizing, and executing a successful capital campaign as well as working with the President and Board of Directors to create a long-term fundraising strategy and plan for sustaining CDJHM once the memorial is erected. We are looking for an individual with a passion for the mission, a strong background in fundraising and development in the nonprofit sector, and the flexibility and interest in working with a growing organization.

#### ***Responsibilities Include:***

- Create and lead the capital campaign plan to raise \$5.5 million from individuals, foundations, and corporations.
- Implement a comprehensive program of identification, cultivation, solicitation, and stewardship of all prospective and current donors.

- Support and mentor Board members involved in the development process.
- Accompany Board members on solicitations and personally conduct leadership and major gift solicitations.
- Coordinate special events.
- Oversee fundraising database and tracking systems.
- Maintain gift recognition programs.
- Attend Board meetings and committee meetings.
- Collaborate with the Board Treasurer to develop and produce regular analytic reports for the Board that clearly communicate fundraising activities.
- Serve as an externally focused and visible ambassador for CDJHM and able to articulate its mission.
- Work may require evening and weekend hours.

***Qualifications:***

- BA required.
- Passion for the mission of the Capital District Jewish Holocaust Memorial.
- Considerable experience in major gift fundraising, and a demonstrable track record of raising six-figure and above capital campaign gifts.
- Demonstrated experience expanding and cultivating existing donor relationships over time.
- Previous engagement and collaboration with Board members.
- Able to work independently without close oversight, but also function as a team player who will take initiative and manage multiple tasks and projects concurrently.
- Strong interpersonal, organizational, and writing skills.
- Excellent communication skills.
- Highly proficient in Microsoft Office products, and prior experience with a nonprofit CRM.
- Valid driver's license.

**Compensation/Benefits** Compensation is commensurate with experience. Benefits are negotiable.

**EEO**

The CDJHM, Inc is an equal opportunity employer. CDJHM, Inc. does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

**Contact**

Interested candidates should send resumes to: [info@cdjhm.org](mailto:info@cdjhm.org)