



Job Posting

JOB TITLE: Director of Development

REPORTS TO: President/Chief Executive Officer

Our mission is to ensure that the Jewish community of Greater Harrisburg flourishes by serving as its central unifying communal organization, and by strengthening the bonds within our community and with Israel and Jews around the world. Our organization is fully integrated with our community's Jewish Community Center which provides a wide variety of high caliber programming for the entire community at all stages of life, from early childhood education to senior programming.

JOB SUMMARY

The Jewish Federation of Greater Harrisburg is seeking a Director of Development to help to plan and implement all fundraising efforts - strategically achieving an annual revenue goal from individual, corporate and foundation/institutional donors, as well as through fundraising events; maintaining excellent donor communication through various touch points and meetings; overseeing an annual giving program; and increasing awareness through a strategic communications plan. The Director of Development will also collaborate with others on communications activities that promote, enhance, and protect the organization's brand reputation.

Reporting to the CEO, the Director of Development will cultivate, steward, and oversee donor relationships; recruit, organize, train and supervise volunteers as needed; assure adherence to fundraising time schedules; oversee budgets; and attain detailed knowledge of the Jewish community and philanthropic trends. The Director of Development works in partnership with the Database Systems Administrator, Marketing & Communications Director, and community campaign chairs regarding all fundraising matters including the annual and special campaigns.

The ideal candidate will be detail-oriented and dedicated to creating connections with current and future donors and volunteers, have an understanding of the realities of today's fundraising climate, and be passionate about strengthening the Jewish community. The successful candidate will also be a team player with a strong sense of purpose, commitment, and personal responsibility to the Jewish Federation and to fostering a culture of philanthropy in the organization.

PRIMARY RESPONSIBILITIES

- Manage fundraising efforts for our comprehensive capital, major gifts, and annual campaigns.
- Execute annual campaign plans including goals, objectives, calendar, budget, and process; modify plans as necessary throughout the campaign year.
- Manage annual campaign processes, including coordinating major gifts through prospect assignment; tracking solicitations; planning events and mission trips; and managing volunteer communications.
- Help to recruit, select, train, support, motivate and empower fundraising volunteer leadership.
- Collaborate with other departments on the annual campaign process, volunteer leadership development, marketing, solicitation, and event planning.
- Coordinate campaign events (i.e. kick-offs, thank you events, etc.) and giving societies.
- Develop a team of volunteer leadership for the campaign.
- Collaborate with the Jewish Community Foundation of Central PA.
- Identify grant opportunities, write grants, and ensure appropriate filing and reporting.
- Lead development efforts in partnership with other Jewish agency staff to coordinate and collaborate initiatives and donor cultivation where appropriate.
- Work closely with the Marketing Director to create and implement an annual communications plan.

OTHER DUTIES AND RESPONSIBILITIES:

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Mentor and develop staff using a supportive and collaborative approach on a consistent basis.
- Attend staff meetings and board meetings as requested.
- Assist with special projects, events and promotions as needed.
- Regular attendance and punctuality is required.
- Conduct yourself in a professional manner and follow workplace behavior standards and policies at all times, as outlined in the Employee Handbook.

REQUIRED QUALIFICATIONS

- B.S. or B.A. required; Masters preferred.
- Minimum 5 years' experience in fundraising and/or business development experience, increasing in responsibility, with a proven track record for achieving organizational goals.
- Experience in development planning, cultivation, solicitation, stewardship, strategic planning, database management and budgeting.
- Experience with capital or other major campaigns.
- Strong working knowledge of and technical proficiency with Microsoft Office suite of products and Raiser's Edge.
- Excellent ability to effectively manage multiple tasks, priorities and deadlines; strong initiative and commitment to ensure projects are completed on time and in their entirety.
- Strong problem-solving skills.
- Excellent organizational skills, meticulous attention to detail and follow-up.
- Strong interpersonal, relationship building and leadership skills and the ability to represent the Organization in a positive and professional manner.
- Strong written and oral communications skills, including high proficiency of the English language.
- Ability to work effectively in a team environment.
- Negotiation and consensus building skills.
- Understanding the value and nature of volunteer/professional partnership.
- A strong belief in the value and importance of philanthropy and the elements needed to foster a strong culture of philanthropy.
- A strong commitment to Jewish communal life and institutions.
- An ability and willingness to work evenings and weekends as needed.

CONDITIONS OF EMPLOYMENT

- Must satisfactorily complete all pre-employment background checks and reference checks.

COMPENSATION/BENEFITS

Benefits Include:

- Free Membership to our Jewish Community Center
- 20% discount on all services/programs that we offer, including our Early Learning Center
- Comprehensive insurance benefits package, including medical insurance and FREE Dental, Vision and Basic Life/AD&D/Long Term Disability Insurances
- Retirement Savings Plan
- Generous Paid Time Off
- Paid Jewish/Secular Holidays

TO APPLY

Please submit cover letter, resume and salary requirements to: HR@jewishfedhbg.org

Annual salary will be commensurate with experience and qualifications. The salary range is \$85,000-\$105,000.

EOE AA M/F/Vet/Disability Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, protected veteran status or disability.