



Job Description

Sholom Foundation:

Sholom Foundation's sole mission is to raise sufficient endowment and annual funds to generate financial support for Sholom services and facilities: and, to promote excellence in care to those served by Sholom for generations to come. www.sholomfoundation.com

About Sholom: www.sholom.com

Reports to: Executive Director

Job Type: Full time

Hours: M-F 8:30 am – 5:00 pm

Closing Date: open until filled

The Director of Development administers and manages the strategic and tactical operations of the development functions including management of development staff. Specific responsibilities include annual planning and budget management, development of annual fundraising goals and achievement of those goals by cultivating and maintaining relationships with new and existing donors and excellent donor moves management and donor recognition efforts, and the development and implementation of the annual giving program (written and electronic appeals, events, personal visits, etc.). The position works collaboratively with the Executive Director and other Foundation staff to create, fund and implement strategies and priorities necessary to grow and move the Foundation forward including coordinating major gifts and annual gifts; participating in strategic planning and budgeting processes; exploring new initiatives; organizing and staffing fundraising and recognition events; researching and writing grant proposals and providing evaluation reports as required; and managing special programs and projects as needed. The Director staffs multiple board-level committees and works collaboratively with the Executive Director to manage the priorities, efforts and activities of the Board of Directors. The Director manages the fundraising efforts of other staff and the board and manages a personal portfolio of 50-75 high-level donors and prospects where personal relationships are important and strong cultivation, solicitation and stewardship strategies are critical. The Director will work within the guidelines, policies and mission of the Sholom Foundation and will be accountable and responsible for specific projects as assigned.

DUTIES AND RESPONSIBILITIES

Development Functions Management

- Manage day-to-day operations of the development functions ensuring alignment with organization goals and objectives and achievement of fundraising goals
- Develop and implement department annual work plan and ensure effective implementation of individual staff work plans

- Lead and implement major fund-raising campaigns and drives, including annual campaign
- Oversee and manage effective development services, including donor stewardship, gift processing and database management, along with annual fund and major and planned gift programs
- Review work efforts, assess effectiveness and success and provide suggestions for improvement/identify training opportunities

Major Gifts

- Manage a personal portfolio of 50-75 prospects (primarily mid-level donors who have the potential to become more engaged and increase giving with personal attention)
- Work collaboratively with Executive Director and volunteer fundraisers to identify, cultivate, solicit, and steward donors.
- Develop and propose strategies for solicitation of major gifts, including cultivating ongoing relationships with prospects/donors; recommending specific purpose and level of gift; identifying those to be involved in cultivation and subsequent solicitation; assuring that solicitations are carried out.
- Maintain relationships with donors through correspondence, in-person visits, and events to ensure high donor satisfaction with giving. Manage donor relationships through regular communications and cultivation.
- Be diligent and timely in keeping up-to-date records and reports on meetings with prospective donors and volunteers.
- Ensure meaningful donor recognition for assigned donors.
- Partner with Executive Director on fundraising strategies and execution for their assigned donors/prospects. Co-manage Executive Director's list of prospects/donors.

Annual Gifts

- Develop and implement an Annual Giving Campaign including but not limited to Holiday mailings, one-time events, volunteer call-a-thon, High Holidays greetings – calls /cards, online giving program, Give to the Max Day, and other initiatives.
- Establishing cases for giving
- Research and identify potential new annual donors and develop and maintain relationships.
- Compile, maintain and report on the Annual Giving Campaign statistics.
- Analyze trends in annual giving campaigns, identifying opportunities and challenges, and developing strategies to ensure goals are met.

Database and prospect research

- Supervise the Development Coordinator's work including the fundraising database, identifying current donors who could increase giving through analysis of current database, prospect research, ensuring the timely distribution of tax receipts and gift acknowledgements.

Foundation and Corporate Funding

- Research and develop funding proposals for charitable foundations, corporate charitable funds, service clubs and matching gift or employee donation programs.

- Collaborate with various Sholom department heads to understand general and specific needs that can be addressed by grants.

Special Events

- Manage one-time and annual fundraising, recognition, and informational/cultivation events including but not limited to volunteer recruitment, support to the volunteer committee, budget development and management, project plan development, management and evaluation, and solicitation of gifts in-kind and sponsorship.
- Liaise with and support third party fundraising initiatives.

Donor Relations

- Communicate with donors on a regular basis.
- Address and resolve problem issues for donors.
- Handle donor requests.
- Ensure donors' intent for their Funds/Gifts are being honored.
- Visit donors or donor's family on Sholom Campuses.

Committees and the Community

- Support and staff regularly occurring and ad hoc board committee meetings.
- Coordinate with Foundation Admin. Assistant on scheduling committee meetings.
- Staff and attend the quarterly Investment Committee, provide minutes and meeting materials, assist in RFP process for financial advisor every 3-5 years.
- Staff Audit and Heritage Society committees along with any Ad Hoc committees.
 - Provide guidance for Nominating Committee – help with identifying potential board prospects based on community connections and identified needs on the board.
- Assist in creating a new Marketing and Communications Committee, and work with the committee to revise and implement a new Marketing Plan.
- Participate in Jewish and secular community events, workshops and conferences.

Foundation Funds and Heritage Society

- Work with Development Coordinator and Admin Assistant in processing new funds or changes in Funds.
- Work with Admin Asst to order new fund and increased fund plaques for both campuses, and update Heritage Society Recognition panels.

Accounting Administration

- Review Accounting's annual calculation of fund distributions and processing of new funds for future distributions.
- Create annual budget with Foundation Accountant and Budget Committee for Board approval.
- Monitor monthly financials in relation to approved budget.
- Approve payments of vendors and service providers.

QUALIFICATIONS

- Bachelor's degree obtained through a formal four-year program required
- CFRE certification or master's degree preferred
- 5+ years' experience in fundraising positions; 3+ years management experience
- Management of a development office (including development strategy and staff management) required
- Board relations/management experience preferred
- Major gift/campaign strategy experience required
- Demonstrated effectiveness in the development, implementation and evaluation of fundraising programs
- Ability to develop and maintain effective, positive and collaborative relationships
- Thorough knowledge of development principles
- Proven managerial skills, willing to both set direction and participate as a team player
- Professional maturity, judgment, and decisiveness to motivate staff and volunteers and to inspire confidence among donor prospects
- Exceptional oral and written communication skills
- Strong interpersonal skills
- Strong organizational abilities with strong attention to detail
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team
- Sound computer skills including word processing and database management
- An understanding of the non-profit, voluntary and social services sector
- Ability to work flexible hours
- Access to a vehicle