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\_\_\_\_\_ Date Approved  
\_\_\_\_\_ Management Signature  
\_\_\_\_\_ Employee Signature



**Position:** Development Director, JCC

**Reports to:** Vice President, Jewish Community Foundation

**Position Summary:**

The Development Director will work with the Mandel Jewish Community Center on all fundraising-related activities as outlined below. He/she will be a part of the Federation's Financial Resource Development team and the JCC team and therefore attend team meetings and other events as required. The Development Director will manage the fundraising team of 2-3 people.

**Essential Duties and Responsibilities:**

- Conduct a comprehensive analysis of the three most recently completed annual campaigns to begin planning for the next season's fundraising initiatives.
- Create a project-based chart, complete with start and end dates to ensure that all fundraising is completed in an appropriate timeframe. This chart will include assigned roles and responsibilities so that everyone involved knows what is expected of him/her, both volunteers and professionals.
- Serve as the coordinator of the Mandel JCCs participation in the Life and Legacy program.
- Identify multiple approaches to fundraising specific to the needs of the JCC, including but not limited to: review repeat givers, identify new donors, face-to-face solicitations, major gifts, corporate sponsorship, grant writing, parlor meetings, direct response programs, direct solicitations of donors giving \$1000 or more
- Identify a Development Chair and establish/staff a Development Committee
- Work closely with Board Chair and development liaison on ratings and assignments of donors giving \$1000 or more
- Work with the Jewish Federation on donors who give designated commitments to the JCC through the Federation to ensure that said donors continue their support of the agency
- Coordinate with Federation marketing department to develop a marketing strategy and print materials to support development activities
- Develop and monitor development budget and adhere to budget calendar

**Qualifications and Success Factors:**

- Bachelor's degree required; Master's degree preferred.
- 5-7 years' experience in fundraising.
- Experience in volunteer management and group facilitation.
- Knowledge of the Jewish community preferred; JCC experience a plus.
- Must have excellent verbal and written communication skills, knowledge and ability to use databases, computer spreadsheets, word processing and other basic programs.
- Model a personal commitment to the Jewish community and Jewish values; ability to ground relationships with donors and prospective donors in Jewish culture and values.
- Ability to work under stressful situations and within timelines.
- Team player.

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