



Position Title: Development Officer, Palm Beach Island

Reports to: Associate Vice President, Development

Position Summary:

The Development Officer will help cultivate donor relationships and help develop one of the most exclusive and fastest growing fundraising campaigns in the country. Responsibilities include fundraising, outreach and educational components to engage the Jewish Community on Palm Beach Island.

Essential Duties and Responsibilities:

- Implement strategies to recruit, educate and motivate volunteers.
- Identify and build relationships with current and prospective donors.
- Cultivate, steward and solicit a select group of current and prospective donors.
- Build and sustain relationships with volunteer leadership.
- Assist in planning parlor meetings and events.
- Promote the mission of the Federation through community outreach and superior customer service.

Qualifications and Success Factors:

- Bachelor's degree required; Master's degree preferred.
- Minimum 3 years' experience in fundraising.
- Experience in volunteer management and group facilitation.
- Knowledge of the Jewish community preferred.
- 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.

The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.