

Betty & Milton Katz Jewish Community Center

JOB DESCRIPTION

Job Title: Assistant Director, Fundraising Department

Department: Fundraising & Development

Reports to: Director of Fundraising & Development

Date: January 20, 2020

JOB SUMMARY:

The Assistant Director for the Fundraising & Development Department is charged with researching, contacting, soliciting and securing corporate sponsors and individual donors for the Katz JCC. And taking a leadership role with major fundraising events.

ESSENTIAL JOB ROLES & FUNCTIONS:

- Maintain and utilize a comprehensive database of donors to the Katz JCC.
- Research and execute solicitations for the JCC; including corporate, individual gifts and grants.
- Communication with JCC Board of Directors and committee members to obtain additional leads for JCC special events and initiatives.
- Provide assistance to all JCC special events that have a fundraising component.
- Lead staff on assigned JCC special events and initiatives; including but not limited to planning, execution and post-event reconciliation.
- Coordination with outside vendors for special events as needed.
- Coordinate the solicitation and execution of alumni, parents and family members of the Sari Isdaner Early Childhood Center for the Legacy Wall.
- Represent the JCC at networking events within the community.
- Other projects as assigned.

Work Schedule: Monday thru Friday; 9am – 5pm. Weekends, evenings and holidays as required.

JOB DESCRIPTION, cont.

REPORTING RELATIONSHIPS:

Position reports to Director of Fundraising & Development.

SUPERVISORY RESPONSIBILITIES:

N/A

COMMITTEE RESPONSIBILITIES:

Serves as a liaison for all JCC Event Committees that have a fundraising component and specifically: The Big Event, Fall Festival, Baby & Toddler Expo, Laughter and Lo Mein, Wine & Dine, The Big Event, ACHaD Bowlathon, Kids Triathlon and Pet Expo.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong computer, administrative, and organizational skills
 - Interacts well with members, clients, colleagues and guests
 - Good telephone skills
 - Be knowledgeable about our agency and be able to respond appropriately with accurate information
 - Ability to meet with high-level representatives from the corporate community
 - Comfortability making and closing the solicitation
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EDUCATION & EXPERIENCE:

The position should have a minimum college degree of BA. Previous fundraising and special event experience.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____