

# Director of Development

## Overview

**POSITION TITLE:** Director of Development

**REPORTS TO:** Regional Director

**SUPERVISION EXERCISED:** None

**LOCATION:** Las Vegas, Nevada; Phoenix, Arizona

**Grade/Class:** Grade I, Exempt, PSA-Eligible

## ABOUT THE ORGANIZATION:

ADL is the leading anti-hate organization in the world. Founded in 1913, its timeless mission is "to stop the defamation of the Jewish people and to secure justice and fair treatment to all." Today, ADL continues to fight all forms of antisemitism and bias, using innovation and partnerships to drive impact. A global leader in combating antisemitism, countering extremism and battling bigotry wherever and whenever it happens, ADL works to protect democracy and ensure a just and inclusive society for all.

## PRIMARY FUNCTION:

This is an incredible opportunity for a charismatic relationship-builder, with a passion for advocacy and social justice and a strong desire to build a career around making the world a better place for all! Reporting to the long-standing and dynamic Regional Director, the Director of Development will oversee fundraising for Nevada and Arizona. They will implement a development plan focused on relationship-building using creative and innovative strategies to meet or exceed revenue goals. This is a highly collaborative role, working in partnership with the local, divisional, and national teams to optimize donor cultivation and support. The Director will serve as a key thought partner providing strategic and tactical support to local and regional leadership, while overseeing the implementation of local fundraising initiatives and programs.

The Director of Development is joining the team to take the expanded Desert Region to a new level – fighting hate for good!

## Responsibilities

### Primary:

- Manage an active portfolio of 75-100 donors and prospects with the capacity of making gifts of \$10K or above.
- Create customized solicitation strategies matching the objectives of the organization and interests of the donor or prospect.
- Ensure all donor/prospect strategies and communications are recorded in the CRM database in accordance with department policies and procedures.
- Serve as an effective and enthusiastic ADL spokesperson and representative.
- Maintain an active, current body of knowledge of ADL and its mission, programs, activities, institutional needs and fundraising priorities.
- Manage regional institutional fundraising including writing or editing grant proposals and reports as needed

- Recruit and staff volunteer Development committee leveraging their networks to qualify and steward Annual Fund and Major Gift donors.
- Participate in special assignments or projects within or for ADL including supporting Insider Briefings and supporting event delivery and leveraging events as stewardship and cultivation opportunities.

## Qualifications

### Skills:

- Exceptional verbal and written communication skills; ability to communicate concepts simply, clearly and effectively, both in writing and conversation; superior attention to detail.
- Strong leadership skills, with a collaborative spirit and strong management skills.
- Effective strategic and implementation skills; ability to grasp the opportunities and challenges of the organization and the role.
- Ability to successfully navigate and thrive in a complex organization. Experience in a national organization with an affiliate or chapter structure a plus and ability to navigate resources provided from Divisional colleagues as well.
- Experience using databases effectively to self-manage and high comfort level understanding how data supports reaching goals and is an effective tool for performance evaluations.

### Work Experience:

- Seasoned fundraising professional with demonstrated success; experience with individuals, foundations, and corporations; track record of soliciting and closing five-figure and six-figure gifts.
- Experience in moves management, qualifying donors and maintaining a strong portfolio by making use of wealth screening, collaborating with a Prospect Research & Management team.
- Demonstrated experience overseeing complex or multiple projects through to success, including meeting financial goals and along with participating alongside staff and volunteers to complete the work.
- Five to seven years of community fundraising experience in a volunteer environment preferred.
- Experience in direct solicitation and closing gifts required.
- Event planning experience preferred.

### Education:

- Bachelor's degree or equivalent work experience required.
- Additional related courses or professional training welcomed.

### Work Environment:

- Flexibility to work evenings and weekends when necessary to represent ADL and to attend community events.
- Some travel within the region.
- **ADL COVID-19 Protocol** (*updated periodically*): ADL is adhering to public health guidance regarding COVID-19. ADL will require that all employees are vaccinated with exceptions for medical and religious accommodations. ADL is requiring proof of vaccination. ADL is a hybrid environment; this role may require 3 days in the office.

## **Compensation:**

- This position has a salary range of \$84,000 to \$122,000. This salary range is reflective of a position based in Las Vegas, Nevada and Phoenix, Arizona. Please note that actual salaries are commensurate with experience and reflect the budget for a given position, and since ADL has a location-based compensation structure, there may be a different range for candidates in other locations. For an overview of our total rewards package, please visit <https://www.adl.org/about/careers>.

*ADL values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of underrepresented ethnic groups, foreign-born residents, and veterans to apply. ADL is an equal opportunity employer. Recruitment, hiring, promotions and other terms, conditions and privileges of employment shall be maintained in a manner which does not discriminate on the basis of age, race, creed, religion, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local laws.*

*ADL will ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. For individuals with disabilities who would like to request an accommodation to support the interview process, please contact Talent & Knowledge at [talentacquisition@adl.org](mailto:talentacquisition@adl.org).*

*ADL will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Fair Credit Reporting Act, and all other applicable State, Local, and Federal laws.*

*The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment.*

**Apply here:** <https://careers-adl.icims.com/jobs/2287/director-of-development/job>