



Development Director-Community Campaign

The United Jewish Federation of Tidewater is seeking a creative, articulate, and well-organized individual to work within the Federation's annual Community Campaign and other targeted (small affinity) areas of development. The primary role is to engage new donors, cultivate relationships, and solicit donations to advance Federation's mission.

The **Development Director – Community Campaign** will organize and facilitate the activities of the women's and men's divisions, which can include lay leadership development and succession planning; ratings and assignments; outreach to new donors; stewardship of existing donors; and serving in a key senior professional role on the development team.

Essential Duties and Responsibilities:

- Develop and implement fundraising plans and solicitation activities to achieve goals for increasing dollars and donors, including prospect research, donor engagement, and leadership development.
- Inspired by a robust donor cultivation and recognition program, collaborate with professional and lay partners on initiatives to encourage increased giving and involvement from current and prospective donors and to identify new donor prospects.
- Design the vision and collaborate with the Marketing Department to develop and execute a calendar of outreach and engagement events, leadership meetings, etc.
- With assistance from Chief Development Officer, select and solicit an assigned portfolio of current and prospective community campaign donors.
- Set and meet goals for legacy conversations with appropriate donors in your portfolio, making the case that a bequest, endowment or other form of perpetual gift is accessible to donors at all giving levels.
- Participate in campaign committee meetings.
- Run and disseminate reports for volunteer solicitors and campaign leadership.
- Staff and manage select lay committees and working groups, outreach and affinity groups*.
- Other duties as assigned.

***Affinity Groups**



United Jewish Federation OF TIDEWATER

- In partnership with Young Leadership professional, design year-long program for Society of Professionals in Tidewater which includes opportunities for engagement, professional enrichment, education, networking and social engagement.
- Work, develop, and strengthen a committee to steer programming, recruit fellow members, and target business leaders and programs to add value to the group.
- Other related tasks.

Qualifications and Success Factors:

- Bachelor's degree required.
- Three or more years' experience in fundraising or equivalent combination of relevant education, experience and skills required.
- Excellent customer service skills required.
- Experience in volunteer management.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Strong written and verbal communication skills.
- Strong interpersonal skills and ability to develop excellent relationships with internal and external colleagues and stakeholders.
- Ability to multitask, prioritize, and meet deadlines.
- Ability to promote the mission of the Federation.
- Ability to work in partnership with other Federation departments and ensure seamless collaboration of all involved.
- Self-starter who can work independently as well as with senior leaders, volunteers, and other members of the team.
- Comfortable with donor solicitation.
- Must maintain a valid driver's license.
- Must be able to work off-shift hours including nights and weekends, as needed.

The Jewish Federation of Tidewater is an Equal Opportunity Employer.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time at the Federation's discretion. Employment is at-will, and this job description is not an employment contract, and nothing herein shall be deemed to create in any way whatsoever an employment contract.



United Jewish Federation
OF TIDEWATER

Salary range \$75,000-\$80,000 annually

Qualified candidates may inquire and apply by submitting cover letter, resume and salary requirements to resumes@ujft.org.

Review of applications and resumes will begin immediately and continue until the position is fill.

EOE