Associate Development Director

WJCS is searching for an Associate Development Director to work in our Headquarters office in White Plains, NY. The Associate Development Director will have responsibility for identification, cultivation, solicitation, and stewardship of a portfolio of donors as directed by the Chief Development Officer, and for overseeing all Community Engagement and Volunteer activities at WJCS. The Associate Director of Development will have direct supervision of the Development Associate Manager, Volunteers & Events and dotted-line supervision of the Development Assistant.

About WJCS:
Westchester Jewish Community Services (WJCS) a non-profit organization, was founded in 1943 and has grown to be the largest provider of licensed outpatient community mental health services and one of the largest human service agencies in Westchester county. We provide state-of-the-art programs and services and compassionate care to more than 20,000 people of all ages and backgrounds throughout Westchester.

We are driven by the spirit of “tikkun olam,” repairing the world. By providing care and support, we work to help Westchester residents of all ages and backgrounds who are struggling to heal, develop skills, build resilience and lead their best lives.

Private philanthropy is an essential component of WJCS’ work and our success as an agency. The Associate Development Director will have the deep satisfaction of knowing that their success is fueling vital and invaluable work in service of the most vulnerable residents of Westchester County.

Responsibilities include:

• Managing and growing a portfolio of donors and prospective donors, in collaboration with the leadership team and colleagues across the organization.
• Designing and executing an effective stewardship plan for individual donors.
• Writing individualized cultivation, solicitation and stewardship letters, proposals and reports.
• Having a key role in coordinating and executing all donor events, including Annual Gala and other events as needed.
• Working with Marketing & Communications department to develop compelling strategic messaging for fundraising and stewardship campaigns.
• Overseeing Development Associate Manager, Volunteers & Events in two large drives annually, (Back-to-School Drive and Holiday Gift Drive) which includes donor communications and donation, personal outreach to partners, volunteer coordination, collection and qualification of recipient information, distribution, donor recognition and post-event analysis.
• Identifying cultivation opportunities for volunteers to become donors.
• Representing and promoting the WJCS Volunteer Program in the community.
Other duties as assigned.

Ideal candidates will possess the following:

• Bachelor’s degree in human services or related field
• 5+ years’ experience in fundraising development
• Proven ability to solicit and close gifts
• Previous experience working with board of directors
• Previous experience in volunteer management preferred
• Excellent interpersonal skills and good oral and written presentation skills
• Ability to establish effective working relationships and relate well with teammates, Executive staff, Board members, program directors, volunteers, employees, and others
• High level of computer skills including knowledge of CRM data systems/entry/queries/reports
• Experience with eTapestry database management preferred
• Valid driver’s license and own vehicle; ability to travel to program sites, meeting sites, etc.

Some of our Benefits include:

• Generous PTO and Comprehensive Health Benefits
• Defined Pension Plan and 403(b) Plan
• And more…

APPLICANT TO CONTACT:
Ashley DeNicolais
ADeNicolais@wjcs.com
Phone: (914) 761-0600 ext. 2119

WJCS INC., IS AN EQUAL OPPORTUNITY EMPLOYER

At WJCS we value our employees, their contributions, and their growth. We demonstrate this commitment with much more than highly competitive benefits and compensation - we show it every day in the way we work together, embracing leadership behaviors that are recognized and rewarded throughout our system. We value you, your growth and your contributions. WJCS is an equal opportunity employer. Visit our home on the web at www.wjcs.com.