

Senior Development Associate & Federation Liaison

POSITION SUMMARY:

Hershorin Schiff Community Day School, a small nonprofit school, is seeking a Senior Development Associate. This professional is responsible for overseeing all of Community Day School's fundraising, including: the major gifts program, annual fund, planned giving, special events, and capital campaigns. The Senior Development Associate will supervise our development coordinator and work closely with the Head of Schools, Board of Directors, and the Jewish Federation of Sarasota-Manatee in all development and fundraising endeavors.

QUALIFICATIONS:

- Must embrace the mission of Community Day School.
- Strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the school and build external relationships.
- Be a "self-starter" and goal-driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor's degree.
- 5 years minimum experience in professional fundraising.

JOB RESPONSIBILITIES:

1. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
2. Oversee grant seeking including research, proposal writing, and reporting requirements. Coordinate with the external grant writing staff when applicable.
3. Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
4. Create and oversee the implementation of an annual development plan, including goals. Includes weekly/monthly reporting of progress towards goals.
5. Coordinate and oversee fundraising special events committees.
6. Oversee prospect research.
7. Work closely with the Head of Schools and Board of Directors.
8. Make public appearances/accept speaking engagements to share information about the school with the community.
9. Staff Board Development Committee meetings.
10. Oversee fundraising database and tracking systems.
11. Oversee the creation of publications to support fundraising activities.
12. Maintain gift recognition programs.
13. Work as a liaison to Jewish Federation by identifying and coordinating with appropriate project-specific staff (including L&L, PR management, new donor cultivation, donor stewardship, data management, grant writing, and capital campaign assistance and attend weekly JFED development meetings
14. Always demonstrate professional conduct and implement stewardship with fidelity
15. Perform other related duties as requested.

SCHEDULE:

Full time, Monday through Friday, with occasional nights and weekends for special events.

BENEFITS:

Include Health insurance, dental insurance, vision insurance, retirement plan, and paid time off.

Community Day School does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment.

Please email cover letter and resume to hr@communityday.org.