ASSOCIATE DIRECTOR OF DEVELOPMENT, ANNUAL GIVING

Responsible To: Chief Advancement Officer/Director of Development  
Salary Range: $73,000 - $90,000  
Hiring Range: $70,000 - $85,000  
To Apply: Submit a resume and cover letter to hiring@philanthropyexpert.org (include JFS Associate Director of Development in the Subject line)

Position Summary:

The Associate Director of Development, Annual Giving is an integral part of the JFS Development team and focuses most of their time on solicitation, relationship and pipeline management for annual donors and sponsors across Boulder and Denver. The position supports the planned giving program and provides some logistics support for fundraising and stewardship events.

This team works in a hybrid work model with days in the office/community and the option to work remotely.

Qualifications
Education: Bachelor’s Degree

Experience:

- 3-5 years’ experience in development, fundraising, annual giving, or comparable experience.
- Demonstrated ability to identify, qualify, solicit, and steward gifts from individual donors at $1,000+
- Ability to understand and interpret trends in individual giving to respond with appropriate moves management and solicitation strategies.
- Ability to create, maintain, and refine systems for growing the donor base at Annual Giving and Planned Giving levels.
- Technologically adept with strong proficiency in Microsoft 365 and the ability and willingness to quickly learn new systems and technology, including CRM databases like Raiser’s Edge, Salesforce, Donor Perfect, and Virtuous.
- Requires assertiveness with a high degree of professional demeanor, diplomacy, and representation.
- Ability to work independently, and with development/marketing team.
- Excellent verbal and written communication skills.
- Lived experiences and/or personal understanding and commitment to equity, diversity and inclusion and a commitment to incorporating them into internal and external work.
- Willingness to travel for work and events, primarily within the seven-county Greater Denver community.

Responsibilities:

- Develop a working knowledge JFS in general and funding priorities specifically to articulate a compelling case for support to all stakeholders.
- Collaborate and support systems and processes to grow and strengthen the donor pipeline at JFS through focus on donor acquisition, donor retention, and gift upgrades.
• Relationship and pipeline management of annual fund gifts and event sponsorships in the broad range of $1,000 - $10,000. Activities include prospect and donor research, in-person meetings, donor relationship-building, and active donor stewardship and cultivation.

• Identify planned gift prospects from the annual giving donor pool and work with the team to convert to legacy donors.

• The Associate Director of Development, Annual Giving will have individual giving metrics for face-to-face visits and solicitations as well as donor acquisition and retention Strategy creation and implementation for donor upgrade tactics.

• Focus on reactivation, renewal and upgrading gifts that are given annually, as well as acquisition of new donors, through targeted solicitations.

• Collaborate with the team in the creation and implementation of all annual appeals, campaigns, and cultivation events.

• Other duties as assigned.

ABOUT JFS
JFS is a nonprofit human services organization that serves anyone in need – regardless of their circumstances or religious beliefs. We believe in a shared responsibility to support impactful changes throughout our community.

Founded 150 years ago, we currently offer more than 30 programs and services, including food security, housing stability, mental health counseling, aging care, employment support, and disability services. JFS takes a holistic approach, assessing the various needs of the individual or family and provides the appropriate services all from one organization. We continuously evaluate the evolving challenges of our community and adapt or develop programs that respond to the resulting needs.

Our employees enjoy competitive pay and benefits, including medical, dental, vision, health savings accounts, flexible spending account, company paid Life and Long-Term Disability, Legal/ID Theft, supplemental insurances, extended illness days, 401(k), 18 paid holidays, and a very generous leave program.

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JFS is an Equal Opportunity Employer. The Agency does not discriminate on the basis of race, color, religion, national origin, sex (including gender identity), political affiliation, sexual orientation, marital status, age, disability, genetic information, membership in an employee organization, parental status, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

JFS does not discriminate in admission or access to, or treatment or employment in, its programs or activities.