

# SCHOKE JEWISH FAMILY SERVICE OF FAIRFIELD COUNTY

## SENIOR DEVELOPMENT ASSOCIATE

### JOB DESCRIPTION

#### **GENERAL POSITION SUMMARY**

This is an in-person position which may allow for some remote work. The expectation is that the fundraising professional will spend a good deal of their time outside of the office meeting with donors and potential donors. The fundraising professional will have primary responsibility along with the MGO (Major Gifts Officer) for developing, managing and expanding fund raising programs and activities at SJFS. The Senior Development Associate will have significant authority in moving the agency to its next stage of growth. S/he will expand and develop sustainable, multi-year funding streams for core programs and new initiatives that are high priorities. This is a senior level staff position reporting to the CEO. This position will work closely with the CEO, COO, CPO, Board, and staff.

#### **Purpose:**

The Senior Development Associate will be responsible for the overall general fundraising activities of the agency;. This includes the implementation of the agency's overall fund development; the oversight, coordination and execution of agency fundraising events and campaigns; working closely with the Marketing Director in participation of creating publicity materials and newsletters; and the provision of guidance, insight and assistance with respect to the agency website.

#### **Job Responsibilities:**

With the CEO, MGO and board development chair develops and manages a comprehensive, program to meet the agency's short- and long-term fundraising-revenue goals. This includes gifts and grants from foundations and individuals/families to support annual unrestricted needs and program-specific needs; as well as special projects, bequests and fund raising events.

Responsible for donor identification, solicitation and stewardship with an initial goal of raising an additional \$300,000 (current annual fundraising approximately \$750mm) in unrestricted donations to support the annual agency budget. Oversee annual fund appeal and targeted program fundraising solicitations

Acts as primary contact for donors via phone and email and routes contacts as required. Manages gift acknowledgment and tribute process, working with outside gift processing vendors as needed. Manages special acknowledgments for large gifts and coordinates Board stewardship of donors.

Develops and maintains an understanding of the donor database to generate data reports used for prospecting, donor cultivation, and stewardship.

Directs the training, and support, coaching, education of the board; , encourages and assists the CEO, board chair, and members of the Board of Directors, staff and volunteers on all development matters affecting the agency

### **Fundraising**

Coordinates and schedules meetings, develops meeting agendas and records and distribute minutes. Coordinates details of all events with event chairs, committee chairs and agency staff; conducts annual membership and targeted campaigns by working with campaign chairs, CEO and Board Chair to create appeal letters and solicitation materials, arrange for mailings and have responsibility for ensuring the development function of the processing of donations (recording database entries and thank you letters). Enasure successful execution of fundraising events (e.g. dinner gala).

Works with other staff and outside vendors to promote electronic media to enhance other fundraising efforts.

### **Donor Cultivation and Appreciation**

Meets with current JFS donors to cultivate their interest and commitment to JFS, while developing additional donors. Coordinates with the CEO and Board Fundraising committees to create an outreach campaign to improve donor relations and major giving opportunities. Analyzes donor interests to help develop better donor stewardship. Workswith the Board of Directors to host an annual donor and volunteer appreciation event.

### **Planned Giving:**

Continues to promote the Grinspoon Life and Legacy program in coordination with MGO to increase the agency's endowment and works with the COO and marketing Director to ensure proper recording, tracking and reporting of endowment gifts.

### **Qualifications:**

- College degree and/or significant related experience in development and marketing with demonstrated success in raising funds for non-profit organizations and working with Board of Directors.
- Minimum of 3-5 years of experience working in a development role with a community based organization.

- Successful track record of cultivating and soliciting gifts from individual and institutional donors
- Team player – willing to pitch in and do whatever is necessary to get the job done.
- Requires excellent interpersonal skills and demonstrated ability to work effectively with volunteers.
- Requires the use of a personal vehicle and a clean driving record.,
- Strong organizational, management, written, oral and interpersonal skills.
- Ability to multi-task; Familiarity with and/or ability to learn fundraising database management.
- Technologically proficient and fluent in Microsoft Excel and Word
- Attention to detail and discretion are musts
- Proficient in the use of social media in marketing and development.
- Familiarity with grant writing, graphic design and website maintenance, donor database management, marketing and fundraising strategies and the Fairfield County Jewish community preferred.

### **Compensation and benefits**

- This is a full time exempt in person position, with the opportunity for some potential limited remote work.
- 10 Agency paid holidays/First and last days of major Jewish holidays
- Agency matched 403b plan
- Generous agency provided health insurance stipend for individual employee
- Paid life insurance
- Dental and vision plans available
- Salary range \$75,000 - \$100,000 depending on qualifications