



DEVELOPMENT DIRECTOR

Position Summary

This position is an integral part of a team that is responsible for raising the funds and building the endowments of the Jewish Federation of Delaware by providing the support and infrastructure necessary for the effective flow of accurate and timely information to our staff, volunteers, and donors. The ideal candidate can multi-task, is self-motivated has a passion for our mission and is an excellent communicator.

Responsibilities

Annual Campaign

- Plan, execute and complete all aspects of Campaign and fundraising processes
- Establish and carry out policies regarding organization of Campaign with regard to solicitors, donor relations and staff responsibilities
- Solicitation of funds
- Oversee planning of all campaign events including Super Sunday, Major Gifts, etc.
- Prospecting and Affinity Group development (in coordination with Development Associate and/or Outreach Director)
- Budget preparation
- Manage direct mail and telemarketing efforts
- Staff and/or supervise all Campaign events

Women's Division

- Plan, execute and complete all aspects of Women's Philanthropy and Women's Campaign
- Manage all WP committees including Campaign, Events and Newcomers (in coordination with Outreach Director)
- Solicitation of funds from women
- Sustain relationships with key donors
- Cultivate, motivate, and develop leadership for WP
- Foster an environment for women giving in their own names
- Oversee planning of all WP events
- Budget preparation for WP
- Staff and/or supervise all Women's Campaign events

Planned Giving & Endowments (PGE)

Fundraising, Donor Stewardship and Marketing:

- Direct and conduct development, solicitation, and marketing to create new endowment funds.

- Increase gifts from current donors and obtain gifts such as bequests, gifts of retirement plans and other giving vehicles that will substantially contribute to Federation's future endowment.
- Enhance communication, offer educational opportunities, and maintain positive relationships with annual campaign donors and current fund holders so they continue to be a key source of additional endowments.
- Maintain and enhance relations with the greater Delaware professional estate planning community and cultivate these sources of business referrals.
- Maintain and enhance relations with local and national foundations and seek to identify strategic collaborations.
- Advise and assist prospective donors and their professional advisors in their charitable and estate planning efforts.
- Develop a thorough knowledge of local beneficiary agencies and synagogues, and overseas beneficiaries to accurately represent their financial needs to prospective donors.

Management and Administrative duties:

- Direct strategic planning for endowments to maximize financial resources with controlled expenditures.
- Staff endowment committees to develop lay leadership, obtain lay input and to increase participation in decision making process.
- Demonstrate leadership, communication, mentoring, empowerment, and resource management within Federation staff.
- Work with Investment Committee, maximizing investment returns within appropriate risk parameters.
- Ensure operations of foundation endeavors are conducted within stringent requirements of law and fiduciary duty.
- Maintain relationships with, and the records of, affiliated supporting foundations.
- Develop and implement annual budget for the endowment department.
- Promote integration of donor development, marketing, information technology and fund distribution into successful Federation operations.
- Direct the operations of the endowment department to include record retention, fund distributions, events, and mailings.
- Promote the mission of the Federation through superior customer service to all and through the efficient use and care of all resources.

NOTE: This position also includes other projects and duties as assigned

Supervision

The Development Director functions under the direct supervision of the President & Chief Executive Officer of the Jewish Federation of Delaware as augmented by the guidance of the Jewish Federation Campaign Chair/Co-Chairs and the Planned Giving & Endowment Chair.

He/She will provide daily supervision to the Development Associate and the Associate Endowment Director as well as work with the Office Manager for administrative support.

Prior Experience/Qualifications

Demonstrated written and oral communication skills and ability to articulate the mission of the Federation to the community are required. Exceptional interpersonal skills, supervisory and leadership abilities, and sales/marketing skills are essential. Knowledge of Jewish culture and the organized Jewish community are required, as is the ability to present a strong and recognizable commitment to the enrichment of the Jewish community. Ability to organize, prioritize, delegate, and follow through with multiple projects simultaneously, focusing carefully on detail and timelines is essential. Desire to be part of an aggressive, cooperative, and collaborative professional staff team is required. Working knowledge of computers, fundraising software, and Microsoft Office (especially Word, Excel, and PowerPoint), is required.