

**Position:** Development Director, Agencies & Programs

**Reports to:** SVP, External Affairs

**Position Summary:**

The Development Director, Agencies & Programs is an innovative, high-energy and detail-oriented fundraising professional who supports and collaborates with agency/program leaders and staff, as well as Federation colleagues to drive philanthropic growth in the greater Palm Beaches, one of the largest and fastest growing Jewish communities in North America. The Director coordinates the systems, processes, and people responsible for shaping fundraising plans, raising philanthropic gifts, stewarding donor relationships, and achieving revenue targets.

In partnership with program/agency executives, professionals and lay leaders, the Director creates individual solicitation strategies, stewardship plans and ambassador assignments for top-tier donors. The role also works closely with program colleagues to garner individual contributions and corporate sponsorships designated for key agency activities that connect with donor interests and passions.

In addition to supporting agency/program partners in their donor cultivation and relationship management efforts, the Director leads development operations oversight for assigned areas including gift processing and acknowledgments, revenue tracking and reporting, and donor communications. Currently, the assigned agencies/programs will include, but are not limited to, the Mandel Jewish Community Center, Friedman Commission for Jewish Education and Meyer Jewish Preparatory School.

**Essential Duties and Responsibilities:**

- Collaborates with agency/program heads and Federation leadership to establish and implement fundraising goals and development plans.
- Supports leaders and ambassadors with \$1,000+ donor relationships including solicitation assignments, stewardship plans, and status updates on donor activity and relevant initiatives.
- Develops and implements role descriptions, meeting agendas, donor assignments, development reports and fundraising activities for Development Committee chairs and members (where applicable).
- Partners with agency programming staff to develop fundraising and sponsorship opportunities to support individual programs that align with donor interest and involvement.
- Monitors and analyzes pertinent daily and monthly metrics and donor activity, tracks progress, ensures data accuracy, and creates regular management reports analyzing trends and results against goals. In partnership with colleagues, recommends and implements enhancements to team-wide activity to support revenue goals.
- Coordinates with Federation's Annual Campaign team to integrate solicitation plans for assigned agencies/programs and designated gifts into Annual Campaign. Keeps assigned solicitors motivated and prepared, and follows up on agreed upon commitments.
- Coordinates with Designated Gifts administrator, Donor Information Services team and relevant agency/program operations staff for timely gift processing, acknowledgements and reporting.
- Partners with Grants Manager as needed on gift opportunities (funding needs), grant applications, proposal writing and donor/sponsor impact reports.
- Works with Federation and/or agency marketing teams as needed to support agreed upon development communications and other marketing needs.
- Other duties as assigned.



The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time at the Federation's discretion. Employment is at-will and this job description is not an employment contract and nothing herein shall be deemed to create in any way whatsoever an employment contract.

**Qualifications and Success Factors:**

- Bachelor's Degree required; Master's degree preferred.
- 3 or more years' experience in front-line fundraising and donor relationship management or relevant combination of education, training and experience required.
- Experience in front-line fundraising and donor relationship management.
- Exceptional interpersonal and communication skills.
- Acute attention to detail and accuracy; analytical, problem solving, critical thinking, and planning skills; including the ability to interpret reports, identify trends, setting goals and projections.
- Strong project planning and management skills, developing and using systems to organize and keep track of information and deliverables.
- Advanced level experience using Microsoft Office products (Word, Excel, Outlook, Teams and, PowerPoint) required, including familiarity with pivot tables and formulas in Excel.
- In depth proficiency using management level functions of a donor database or similar CRM system.
- Self-starter who can multi-task in a fast-paced environment, work independently as well as with senior leaders, volunteers, and other members of the team.
- Sets priorities using sound judgement, incisive about what is most important and plans with an appropriate and realistic sense of the time demand involved.

***The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.***

**NO CALLS, PLEASE**