



**Position:** Development Director, B&P  
**Reports to:** SVP, Development  
**FLSA Classification:** Exempt or Non-exempt  
**Department:** FRD

**Organization Summary:**

Jewish Federation of Palm Beach County is a 501(c)3 nonprofit organization dedicated to transforming, inspiring and saving lives in the Palm Beaches and 70 countries around the world. Each year, Jewish Federation inspires thousands of community members to contribute, volunteer and participate in programs that generate nearly \$30 million to leading a powerful impact in the community.

**Position Summary:**

The Director of Development builds and sustains relationships that will connect donors and prospective donors to Jewish community life and to identify and engage them in opportunities for participation and leadership in Federation. The incumbent also drives philanthropic growth by overseeing two Campaign divisions: Business & Professionals (B&P) and NextGen. Under this portfolio includes several sub-committees:

- Professional Advisory Committee comprised of estate and financial planning professionals;
- Working Women’s Group, a networking platform for women in the community;
- Ben Gurion Society, a recognition program for younger donors (\$1,000 giving level and above); and
- National Young Leadership Cabinet, for elevated giving-level donors who are emerging leaders.

This role requires a fundraiser to have a bias for making the ask, to operate with a degree of autonomy and limited guidance to develop multi-step prospect strategies to secure gifts, which often represent a significant increase in a prospect’s philanthropy. These strategies will often require significant collaboration with internal colleagues and lay leaders. The incumbent will help donors articulate their philanthropic interests and goals and connect them to our community’s needs to maximize their support of Jewish Palm Beach.

**Essential Duties and Responsibilities:**

**Frontline fundraising**

- Manages a targeted portfolio of donors and potential donors, including, but not limited to: Corporate Donors, individuals who contribute \$1,000 or more and do not live in a managed gated community, and individuals affiliated with Business & Professionals and NextGen.
- Responsible for meeting or exceeding assigned goals, including, but not limited to, goals for donor visits, solicitations, successful gift closures, dollars raised, and legacy conversations.
- Responsible for acquiring a deep understanding of assigned donors’ philanthropic interests, capacity, and inclination through face-to-face meetings.
- Utilizes knowledge of donors’ interests, to develop and execute robust, multi-step donor strategies.
- Responsible for timely entry of contact reports and the accurate upkeep of records in the database.
- Prospects for Corporate Sponsors may be identified from participants in Business & Professionals and the Professional Advisory Committee and filtered to the Senior Vice President for Marketing and Strategic Initiatives for further development.
- Collaborates regularly across the Federation to promote strategies to move prospects through the gift cycle and to further the case for support.
- Conducts approximately 3-5 personal visits, intentional calls or zoom meetings per week for recruitment, volunteer management, cultivation, solicitation, and stewardship purposes. Solicitation activity focused on gifts of \$1,000 or more with emphasis on gifts in the \$5K-\$25K range. Identifies prospects for longer-term institutional engagement and giving and collaborates with Stewardship Officer for further development.

**Business & Professionals and NextGen**

- Oversees Business & Professionals (B&P) and NextGen campaigns:

- Identifies and recruits lay leadership and fundraising volunteers,
- Sets goals
- Develops and implements campaign fundraising plans
- Collaborates with lay leaders and colleagues on individual prospect strategies
- Ensures all \$1,000+ donors are assigned a solicitor and that the solicitor has the information and support needed to carry it out.
- Coordinates with DIS and other internal partners on the necessary tagging of B&P, NextGen, and Ben Gurion Society donors in the database.
- Engages B&P and NextGen donors in events and activities mounted by other parts of Federation, including event recruitment and strategic follow-up.
- Partners with Event Services on development of event strategies for assigned campaigns.
- Analyzes fundraising activity to identify ideas for improvement in both dollars raised and participation.
- Advises lay leaders on fundraising strategies, participates in committee meetings, and determines solicitation strategies for leadership gift prospects.
- Works to increase dollars, educate lay leaders, and drive donor retention and acquisition for assigned campaign divisions.
- Oversees cohort of Professional Advisors who actively engage their clients to facilitate planned gifts to the Federation and its constituents and agency partners.
- Engages Working Women's Group under the auspices of B&P to further engage professional women donors.
- Determines and executes fundraising strategies to increase giving to Annual Campaign, Designated Giving, Special Campaigns, and Jewish Community Foundation/Legacy Giving, including personal solicitations, management of peer-to-peer solicitations, events, stewardship activities, and strategic visits by leadership.
- Develops and manages lay committees, including:
  - B&P Cabinet
  - Professional Advisory Committee of financial and estate planning professionals
  - Ben Gurion Society for \$1,000+ annual donors
  - NextGen Cabinet (on hiatus)
- Staffs Palm Beach delegation for National Leadership Cabinet
  - Ensures that Federation is actively engaging and pursuing a pipeline of potential NYLC members with the goal of nominating two or more people per year.
  - Manages recruitment and nomination, including active engagement by the President & CEO.
  - Serves as the professional partner to current Cabinet members

#### Other

- In collaboration with FRD leadership, works periodically on special projects to advance overall fundraising objectives.
- Other duties as assigned.

#### **Qualifications and Success Factors:**

- Must maintain valid Florida driver's license. [Include, if applicable.]
- Bachelor's degree required; Master's degree preferred.
- Eight or more years' experience in front-line fundraising and donor relationship management or relevant combination of education, training and experience required.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills 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.
- Model a personal commitment to the Jewish community and Jewish values; ability to ground relationships with donors and prospective donors in Jewish culture and values and the ability to demonstrate, communicate and represent those values to others.



- Experience staffing lay leaders in development work is preferred.
- Sophisticated and comprehensive understanding of fundraising best-practices required.
- Proven track record of significant gift closures or relevant transferable experience strongly preferred.
- Strong active listening skills, including an ability to ask sensitive questions with tact. Demonstrated ability to uncover interests, motivations, and objections from prospective donors, clients, or others strongly preferred. Someone who is pleasantly persistent while exhibiting sound judgement.
- Must be willing to learn and embrace new ideas and be flexible and open to change. Must be a professional, confidential, honest and trustworthy person. Must have an even disposition and be able to deal effectively and politely with people from all types of backgrounds and experience and in all types of difficult or challenging situations. Must be able to evaluate problems accurately and display good, sound judgment.
- Must have a natural affinity for collaboration, leading through influence, and a high level of emotional intelligence. Must be drawn to a challenge and exhibit the patience necessary to advance solutions in a complex and collaborative organization. Demonstrates a personal commitment to excellence as well as an ability to admit mistakes and forgive faults in others.
- Can evaluate problems and display good, sound, and confidential judgment. Must maintain a professional and caring demeanor. Must be able to listen carefully as well as to influence and persuade others.
- Superb organizational skills. Must have ability to think strategically and conceptually, manage multiple projects simultaneously and handle even difficult situations with a sense of humor. Must be able to listen carefully as well as to influence and persuade others.
- 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.

**Work Environment:**

Position is eligible to work from home in accordance with Federation policies. When working from home, employee must:

- Follow all Federation policies and procedures,
- Be available to other employees during Federation's normal business hours,
- Not work from a public place (e.g. coffee shop, library, etc.) and/or join a public, unsecure wi-fi network when working with sensitive or confidential information,
- Coordinate with IT department to maintain appropriate computer equipment and connectivity.

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

To apply online, please visit our career's [page](#). Or email your resume and cover letter to: [HRrsvp@jewishpalmbeach.org](mailto:HRrsvp@jewishpalmbeach.org).

**NO CALLS, PLEASE**