



Position: Manager, Development Strategy
Reports to: Chief Development Officer (CDO)
FLSA Classification: 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 Manager, Development Strategy will manage the operation of assigned campaigns, staff assigned principals with their development activities, and serve as FRD project manager.

Essential Duties and Responsibilities:

Campaign management

- Project manager for assigned fundraising campaigns, including tracking deliverables and responsible parties. This is expected to include Campaign for the Future, Federation Board Campaign, and other special initiatives.
- Works in partnership with DIS to develop and implement campaign measurement tools and reports, including campaign reports, and staff metrics and goal setting. Works with President & CEO and CDO to analyze and evaluate status of assigned campaigns to determine strengths, weaknesses and opportunities for enhancement.
- Staffs and attends meetings led by the CDO about assigned campaigns, as needed. Oversees agenda creation, collects necessary information, makes recommendations on next steps and ensures follow-through on tasks.
- Prepares monthly updates on assigned campaigns for internal and external stakeholders.
- Works in partnership with CDO to support lay leaders by developing strategies for meetings and events, including agendas, campaign status updates, appropriate written materials and donor/prospect lists. Provides timely follow-up from campaign meetings and communicates campaign related activity on a weekly basis.

Solicitation management

- In partnership with the CDO, serve as professional partner for frontline development activities to assigned principals. This may include staffing the Chair of the Federation Board of Trustees, President & CEO, and lay leaders involved with Campaign for the Future.
- Meets regularly with principals to manage solicitations, calls and visit follow-up and reports progress on to appropriate Development Officers as well as records in SAND. Works with Executive Assistant to the President & CEO to ensure timely meetings and solicitations of identified donors and prospects.
- Organizes and monitors volunteer cultivation, solicitation and stewardship assignments and follow up. Prepares leaders for meetings with donors, including talking points.
- Leads the CFTF screening and rating process, by which lay leaders will identify the wealth, interests, inclination, and influencers of our top 250-300 donors.

FRD Strategy and Administration

- Staffs and attends assigned meetings led by the CDO, as needed, including but not limited to FRD Senior Staff meetings. Oversees agenda creation, collects necessary information, makes recommendations on next steps and ensures follow-through on tasks.
- Independently manages special projects assigned by the CDO, such as Campaign Ambassador Workshops, High Ridge Golf Day, FRD planning process, and special events.



- Ensures that the CDO is aware of milestones, accomplishment, concerns, issues, so CDO may communicate or take action as desired.
- Manages Federation Programs & Events Calendar for all FRD related activity.
- Serves as lead point person for WorkZone and Marketing projects for FRD.
- Other duties as assigned.

Qualifications and Success Factors:

- Bachelor's degree and five or more years' experience with project management, fundraising or similar or equivalent combination of relevant education, experience and skills required.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Strong ability and experience working with CRM databases.
- Strong written and verbal communication skills.
- Experience with fundraising and committee management.
- Successful experience managing organizational growth and change.
- Demonstrated success managing administratively complex organizations and working with a wide variety of organizational levels and personalities.
- Effective interpersonal skills.
- Strong organizational skills.
- High level of energy, sense of humor, creativity and flexibility.
- Ability to advance complex projects and solve problems collaboratively.
- Ability to plan and implement events and meetings.
- Ability to take initiative and work independently and creatively.
- Ability to prioritize tasks, balance multiple assignments, meet deadlines.

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.

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.

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

NO CALLS, PLEASE