



Position: Development Officer, Major Gifts
Reports to: Senior Vice President, Development
FLSA Classification: Exempt
Department: Financial Resource Division (FRD)
Full/Part Time: Full-time

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:

Reporting to the Senior Vice President, Development the Development Officer, Major Gifts focuses on identifying new prospects, cultivating meaningful relationships, and securing capacity gifts from donors capable of making a minimum yearly commitment of \$25,000. The Development Officer, Major Gifts is expected to develop and implement a Major Gifts campaign plan that moves management strategy and addresses: events, assignments, lay solicitor oversight, step-up strategies, and tracking to create an increased Major Gifts annual campaign as well as supplemental giving opportunities for Major Donors. This includes all recognition levels such as the King David Society, Leadership Circle, Levy Founders Society, etc.

The Development Officer, Major Gifts will work closely with all development staff as well as key volunteer solicitors to promote the acquisition of major and planned gifts to Jewish Federation's strategic funding priorities.

Essential Duties and Responsibilities:

- Individual contributor but will need to manage activities of volunteer leaders.
- Cultivates, stewards, and builds trusted relationships with a portfolio of major donors and prospective major donors; generate new and increased giving.
- Assists in developing and implementing strategic plans for the FRD Department, including building the pipeline of Major Gift prospects and expanding the community of support around the Jewish Federation's philanthropic priorities.
- Pursues and succeeds in scheduling face-to-face conversations and solicitations.
- Works closely with CEO, CDO, Campaign Chair(s), and Board Chair to prepare them for donor meetings and manage the pipeline of major prospects.
- Serves as the project manager for the Priority Fund. Activities include coordinating with the community strategic planning department to identify greatest funding needs, draft and present proposals to donors and development team; track and monitor allocations of donor directed gifts.
- Collaborates with the Marketing department to develop written proposals and key communications pieces for Major Donors.
- Conducts prospect research and develops leads from others within Jewish Federation, and from the broader philanthropic community.
- Works in Coordination with the Meyer Jewish Community Foundation to maximize a donor's impact in his/her lifetime and beyond through legacy and Donor Advised Fund opportunities.
- Coordinates an effective program for recognition, involvement, and stewardship of major and special gift donors in coordination with development staff focused on stewardship experiences.



- Staffs missions for high net-worth prospects and donors to showcase the work of Federation and cultivate relationships between participants and professional staff.
- Manages special projects as requested.
- Other duties as assigned.

Qualifications and Success Factors:

- Associates degree required or better preferred.
- Five (5) or more years' experience as a development professional or equivalent combination of relevant education, experience and skills required.
- Excellent communication, interpersonal, and writing skills.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Significant fundraising experience within the Jewish communal field, or another similar organization requiring sophisticated fundraising efforts.
- Successful track record with personal solicitation in the \$10K - \$100K range.
- Working knowledge of philanthropic vehicles to facilitate sophisticated philanthropic and estate planning conversations.
- Personal commitment to Jewish values and knowledge of Jewish traditions.
- Previous experience with fundraising databases and the ability to utilize data strategically.
- Demonstrated understanding of the complexity of the volunteer/professional relationship and success in managing those relationships in an effective and professional manner.
- Demonstrated ability to take initiative and work independently, but also integrate and lead teams.
- Capacity to manage confidential information; use discretion and good judgment.
- Ability to manage complex, sensitive issues and situations with tact and great skill.
- Flexibility to work evenings and some Sundays.
- Must be able to pass a Level 1 background check.
- Must maintain valid Florida driver's license.
- Must be able to work off-shift hours including nights and weekends, as needed.
- Must be able to travel, including internationally, when needed.

Compensation and Benefits:

In addition to a competitive salary, Jewish Federation of Palm Beach County currently offers the following benefits:

- A comprehensive benefits package including 15-25% of employee-only premiums paid for medical and dental and 100% of premiums paid for vision insurance.
- Federation contributions toward HSA accounts.
- Federation-paid Life/AD&D policy.
- Federation-paid long-term disability (LTD) insurance.
- Medical and dependent-care Flexible Spending Accounts (FSA).
- Hybrid work schedule.
- Professional development and training opportunities.
- Paid vacation and sick leave.
- Generous paid holiday schedule.

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



Federation strongly encourages applications from individuals with varied identities and backgrounds. As an equal opportunity employer, all individuals are encouraged to apply without regard to race, color, religion, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, medical condition, veteran status, financial status, or any other class protected under federal, state, or local laws.

Federation is committed to the full inclusion of all qualified individuals. If accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Mary Kay McGann at mary.kay.mcgann@jewishpalmbeach.org for assistance.

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

NO CALLS, PLEASE.