

Development Manager Job Description

The JCC East Bay promotes intellectual, experiential and spiritual exploration of Jewish culture and tradition; builds joyful, progressive and inclusive community; and inspires the active pursuit of Tikkun Olam (repair the world). People of all ages, faiths and backgrounds are invited to join us as we build community, meet new friends and learn and celebrate together. Our outstanding programming includes a year-round preschool, afterschool, summer and vacation camps, senior meals and activities, and cultural and recreational events.

The JCC East Bay is looking for a part-time Development Manager to lead the organization's Development and Membership department. The Development Manager works closely with the Executive Director to create, strategize and execute the development plan. Areas of responsibility include, but are not limited to:

DEVELOPMENT PLANNING

- * Create, with Executive Director, a development plan including scope, schedule and cost of outreach, major donor relationships, annual fundraising and (potential) capital campaign
- * Plan, organize and help implement a variety of fundraising activities which may include special events, house parties, direct mail, cultivation visits, solicitation visits and phone-a-thons

MAJOR DONOR RELATIONS

- * Work with lay leaders and Executive Director to identify and rate potential donors
- * In coordination with Executive Director, develop strategies for cultivation, solicitation and stewardship for each individual major donor
- * Conduct donor research to support cultivation, stewardship, and solicitation activities

LAY LEADERSHIP RELATIONS

- * Recruit, train and coordinate fundraising volunteers and volunteer leaders

PUBLIC RELATIONS AND COMMUNICATIONS

- * In coordination with Executive Director and other staff, assist in creating fund raising materials including newsletter, email, brochures, on going appeals, etc.
- * Work with outside vendors on design, printing and mailing of development materials
- * Represent the JCC at community events, meetings, etc. as needed

GRANT RESEARCH AND WRITING

- * Research new grant opportunities
- * Write grant proposals and follow up reports

BOARD OF DIRECTORS

- * Attend Board meetings as needed
- * Prepare fundraising reports for Board meetings and between meetings as needed.
- * Provide staff assistance to the Development Committee

ADMINISTRATIVE DUTIES

- * Maintain donor section of JCC's database to ensure accurate donor records and information
- * Ensure donor thank you notes, gift acknowledgements and recognition activities meet the highest professional standards
- * Provide regular reports to Executive Director and Board on fundraising activities

QUALIFICATIONS AND REQUIREMENTS:

- * Demonstrated commitment to professionalism, accountability and maintaining confidentiality
- * Flexible, able to meet changing work needs and demands
- * Able to work independently and collaboratively
- * Proven exemplary interpersonal skills
- * Strong written and oral communication skills
- * Leadership skills along with a collaborative and collegial work style
- * Understanding and experience in working with volunteers
- * Knowledge of the Jewish Community
- * Experience and skill developing and managing budgets
- * Proven record in creating and managing events
- * Ability to multi-task, juggle competing priorities and delegate to others
- * Experience in identifying gift opportunities
- * Comfort using software including database, spreadsheets and word processing
- * Detail oriented and well organized

EDUCATION, TRAINING AND EXPERIENCE

- * Minimum of a Bachelor's Degree and three-five years' experience in increasingly responsible development roles
- * Two-four years of Development experience desired

SUPERVISION GIVEN/RECEIVED

- * General supervision provided by Executive Director

Interested candidates should send a resume, cover letter and writing sample to Sally Flinchbaugh at sallyf@jccastbay.org