



# Jewish Democratic Council of America

## Jewish Democratic Council of America

### *Job Description*

#### **Development Director**

The Jewish Democratic Council of America (JDCA) advocates for Jewish and Democratic values, and supports elected officials and candidates who share such values. JDCA seeks a full-time Development Director to lead its successful and growing fundraising efforts. Reporting to the Chief Executive Officer and serving as a member of JDCA's senior staff, this professional must have an established background (a minimum of 5 years) in identifying, cultivating, and stewarding prospective donors, managing a comprehensive fundraising strategy among existing and prospective donors; and supporting senior professionals and lay leaders. This role involves organizing and managing large-scale fundraising initiatives, partnering with the CEO, working with board members, implementing an ambitious fundraising strategy, and building lasting relationships with donors, board members, staff, and other lay leaders.

#### **Duties and Responsibilities**

- Plan and evaluate fundraising campaigns and activities.
- Manage and track JDCA's fundraising programs.
- In partnership with the CEO and board members, identify and steward prospective donors.
- Engage in one-on-one solicitations of donors and prospects.
- Manage development staff and work with Development Committee chairs, members, and other board members
- Manage prospect research tools and JDCA's donor database.
- Create cultivation and solicitation materials for the fundraising team and for lay solicitors.
- Prepare data-driven reports for the Board of Directors.

#### **Experience and Qualifications**

- A commitment to the work and objectives of JDCA.
- Superb written, verbal, and interpersonal skills.
- Time management and flexibility with job duties.
- Fundraising software and tools expertise.
- Creative, self-starter attitude.
- Organized and inspiring team leader.

- Proficiency in Excel and PowerPoint.
- Organized and dependable go-getter with a close attention to detail and accuracy.
- Flexible team player with the ability to work with diverse groups of people.
- Demonstrated ability to exercise initiative, judgment, confidentiality and discretion.
- Efficient and comfortable in a deadline-driven environment.
- Great sense of humor and personal humility
- Bachelor's degree and proven record of relevant fundraising experience and success.
- Preference given to candidates with a successful record of writing grant proposals and working with foundation staff and principals to secure funding.
- Minimum of 5 years' experience, with preference given to candidates with 5 or more years of fundraising achievements.

Such other duties and responsibilities relating to those listed above as may from time to time be assigned by the Chief Executive Officer.

Salary is approximately \$125,000, commensurate with experience. JDCA provides generous benefits including paid time off, health/vision/dental insurance, and an employee-matched simple IRA. JDCA fosters a collaborative, warm and welcoming culture; and while JDCA is located in DC, remote working from elsewhere in the country is possible.

JDCA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran. Please send resume and cover letter to [info@jewishdems.org](mailto:info@jewishdems.org) and please note "Development Director" in the subject line.