



Job Description
Manager, Campaign Operations
Jewish Federation of Northern New Jersey

Department: FRD
Reports To: Chief Development Officer
Supervises: TBD
Effective Date: TBD
Status: Exempt Position
Location: Northern New Jersey

Background info:

The Jewish Federation of Northern New Jersey (JFNNJ) is a non-profit philanthropic organization with a mission of providing leadership necessary to create a strong, collaborative, caring and vibrant Jewish community in northern New Jersey, Israel and abroad. Its primary functions are: community planning and community building, financial resource development, and leadership development. Its staff members work in these areas or in functions that support them.

Position Summary:

The Manager, Campaign Operations is responsible for the strategic development, growth, and oversight of the annual campaign in coordination with the Chief Development Officer (CDO). Manager, Campaign Operations will be expected to develop campaign metrics and consistent reporting mechanisms for monitoring, tracking and analyzing the progress of the annual campaign.

Essential Functions:

1. Campaign Operations:
 - a. Provide direction, focus, and supervision to selected staff in their campaign assignments.
 - b. Design campaign education and training opportunities for staff and volunteers.
 - c. Coordinate strategy around the assignment and tracking of prospects and solicitors.
 - d. Oversee the creation and implementation of internal and external Campaign communications (targeted communications such as thank you letters, bills and statements and e-newsletters).
 - e. Create and direct strategy and implementation of event follow-up. Analyze and evaluate campaign-related data to identify opportunities for campaign strategy and greater efficiency and effectiveness.
 - f. Ensure timely and effective donor acknowledgments
 - g. Develop and implement an ongoing cash collections process.
 - h. Plan and execute a variety of staff exclusive phonathons and fundraising incentive plans (excluding Super Sunday)
 - i. Create and run reports in data base and liaise with Finance and Administration and Data Processing
2. Volunteer and Lay Leadership:

- a. Manage a segment of volunteers who fundraise on behalf of the Federation (Ambassadors) and serve as their Identify, design, and offer campaigner education and training opportunities for leadership and volunteers.
 - b. Cultivate and steward prospective and current donors and volunteers.
3. Miscellaneous Responsibilities:
- a. Manage special projects as requested by the CDO
 - b. Carry out additional relevant responsibilities as required by CDO.

QUALIFICATIONS:

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

1. Results driven achiever with exemplary planning and organizational skills along with a high degree of detail orientation.
2. Excellent relationship building skills.
3. Excellent written and verbal communication skills and organizational skills.
4. Capacity to manage confidential information and use discretion and good judgment.
5. Enthusiastic and eager to meet challenges and quickly adapt.
6. Innovative problem-solver who can generate workable solutions.
7. Demonstrated ability to take initiative, work independently, but also integrate and lead teams.
8. Goal driven leader who maintains productive climate and confidently motivates, mobilizes and coaches colleagues to meet high performance standards.
9. Flexible perspective – ability to work with processes and systems that are evolving and subject to change.
10. Demonstrated ability to work with volunteers, volunteer leadership and other constituent groups.
11. Demonstrated ability to collaborate with all levels of staff, volunteers, donors and prospective donors.
12. Knowledge of best fundraising and development practices.
13. Commitment to working with others to strengthen the Jewish community preferred.
14. Strong knowledge of Jewish community, culture and practices. Passion for the mission of federation and the Jewish community including Israel and world Jewry.

EDUCATION, TRAINING AND/OR EXPERIENCE:

15. Candidates with a Bachelor's Degree in a related area of study with internship, volunteer or professional experience in a non-profit organization will be considered.
16. 3-5 years of experience with non-profit organization in a Fundraising/Development role.
17. Experience working with volunteers and experience in the not for profit sector, required
18. Experience with donor databases required
19. Knowledge of Jewish community a plus and commitment to the Federation mission a must.
20. Ability to work evenings and Sunday's