



Job Description **Manager, Philanthropic Advancement**

Department: Financial Resource Development
Reports To: Chief Development Officer or as assigned
Supervises: 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.

The Philanthropic Advancement Division is a new, innovative and high end effort to attract the next generation of major donors and a leadership pipeline from prospects with the capacity to contribute at least \$1000. The Division will focus on major donor level prospects and donor upgrades to the major donor level (\$10,000+) as well as identify new potential Federation leadership.

The Division will operate under a new paradigm in concert with existing Federation offerings. The officer will work as part of a team of outreach and engagement professionals and will be responsible for identifying, cultivating, stewarding and coordinating (with existing Federation offerings) individual donors and their interests. It is expected that the Officer will utilize networking opportunities and new vibrant and innovative programs to attract new donors and prospects.

Responsibilities:

Responsibilities of the Manager include:

- Research of new prospects and existing donors with potential to give major gifts
- Engage (steward and cultivate) a minimum of 25 new major donor households (\$10,000) over a 3 year period.
- Work collaboratively with FRD team and other Federation professionals and lay leadership on placement and contact with new donors to ensure continued engagement at an appropriate level.

- Plan along with other senior FRD staff (MDs of Campaign, Endowment Foundation and Marketing) seamless and consistent branding of Federation, as well as coordination of events and marketing/promotional material.
- Identify opportunities and hosts for parlor meetings and implement said events including well-developed follow up plans for all events conducted
- Manage a segment of volunteers who fundraise on behalf of the Federation (ambassadors) and serve as their liaison to the organization
- Seek corporate sponsorship opportunities to fund existing and new program initiatives such as a Jewish YPO and/or Jewish Chamber of Commerce
- Attend Federation events of other departments and affinity groups as necessary.
- Populate Federation data base with appropriate information and notes.
- Manage special projects as requested
- Carry out additional relevant responsibilities as required by CDO
- Participate in all organizational fundraising events

Qualifications and Skills:

- BA/BS degree
- 5-8 years development experience
- Results driven achiever with exemplary planning and organizational skills along with a high degree of detail orientation
- Enthusiastic, knowledge hungry learner, eager to meet challenges and quickly adapt
- Excellent communication, interpersonal, and writing skills; self-motivation, ability to work effectively as part of a team, sense of humor
- Strong organizational skills and attention to detail.
- Capacity to manage and organize confidential information
- Ability to work independently, creatively, and flexibly in a dynamic environment
- Strong personal commitment to the Federation mission
- Knowledge of local Jewish community a plus
- Flexibility to work evenings and some Sundays