



Job Description
Director, Philanthropic Advancement – YL (DPA-YL)

Department: FRD (Fundraising & Development)

Reports To: Campaign Director

Status: Exempt Position

Location: Northern New Jersey

Background info:

Jewish Federation of Northern New Jersey is a non-profit philanthropic organization dedicated to creating a vibrant Jewish community in northern New Jersey. Federation cares for those in need, deepens engagement in Jewish life, and strengthens the bonds among Jews in northern New Jersey area, in Israel, and around the world. Its primary functions are community planning and allocations, financial resource development, and leadership development.

Position Summary:

DPA-YL will drive our innovative and high-end effort to attract the next generation of major donors and a leadership pipeline for affinity level donors with the capacity to contribute at least \$500. The position will focus on major donor level prospects (\$10,000+) and affinity level (\$500-\$9,999) prospects.

The endeavor will operate under a unique paradigm in concert with existing Federation offerings. The lead professional will be responsible for identifying, cultivating, stewarding and coordinating (with existing Federation offerings) individual donors and their interests. It is expected that the DPA-YL will utilize networking opportunities and new vibrant and innovative programs to attract new donors and prospects.

Responsibilities:

Responsibilities of the DPA-YL include:

- Research new potential prospects

- Engage (steward and cultivate) a minimum of 25 new major donor households (\$10,000) over a 3-year period.

- Spearhead young leadership outreach and engagement, including specific benchmarks for success after 3 years:

- 25 new donors \$1,000+
 - 50 new donors \$500-\$999

- Implement a program for emerging philanthropists.

- Work collaboratively with Federation professionals and lay leadership on placement and contact with new donors to ensure continued engagement at an appropriate level.

- Plan with other senior staff (Managing Directors of Campaign, Major Gifts, Endowment Foundation and Marketing) in order to produce seamless and consistent branding of Federation, as well as coordinate events and marketing/promotional material.

Seek corporate sponsorship opportunities to fund existing and new program initiatives such as a Jewish Young Professionals Organization and/or Jewish Chamber of Commerce
Attend Federation events of other departments and affinity groups as necessary.

Qualifications and Skills:

BA/BS degree

3-5 years development experience

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