



Job Description
Director, Philanthropic Advancement – Young Leadership
Jewish Federation of Northern New Jersey

Department: Financial Resource Development (FRD)
Reports To: Campaign Director or Major Gifts Director
Status: Full-time 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:

The Director of Philanthropic Advancement – Young Leadership (DPA-YL) will drive our innovative and high-end effort to attract the next generation of major donors and create 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:

- Research new potential prospects.
- Cultivate, engage, and steward new major donor households (\$10,000+).
- 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 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 other Federation events and affinity groups as necessary.

Qualifications and Skills:

- BA/BS degree.
- 3-5 years development experience.
- Excellent communication, interpersonal, and writing skills.
- Self-motivated, ability to work effectively as part of a team, sense of humor.



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- 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.