ABOUT THE JCC EAST BAY
The JCC East Bay is a welcoming home for people of all ages and life stages. Our mission is to create healthy communities inspired by Jewish values, culture, and tradition. We build interpersonal relationships, foster learning and inspiration, and explore Jewish life. The JCC’s core programs include intergenerational Jewish holiday celebrations; early childhood education and preschool; camp and afterschool programs; and provocative cultural arts and civic engagement events. The JCC serves and reflects the diverse residents of the East Bay, offering physical gathering spaces for the Jewish and broader community.

POSITION SUMMARY
The Director of Development will report to the Chief Executive Officer (CEO) and play a critical role in the success of fundraising, retention, and stewardship efforts. The Director of Development will work closely with the CEO to develop and implement an annual development plan. The ideal candidate is a creative, efficient, strategic problem solver with fantastic interpersonal and organizational skills.

Financial Resource Development (FRD)
- Create a development plan including strategies, measurable goals (for number of donors, dollars, new gifts, increases, etc.), pipeline and prospect lists, and stewardship touch points.
- Plan, organize, and help implement a variety of fundraising activities including electronic appeals, direct mail, face-to-face solicitations, Board assignments, and special events.
- Maintain donor relationships, re-engage lapsed donors, and cultivate new donors.
- Create and present quarterly and annual fundraising analysis and reports. Use a data-informed approach to strategic planning.
- Partner with the Director of Communications and Donor Services Manager on grant proposals and reports for all major foundations and family foundation supporters.
- Research new grant opportunities as appropriate.
- Evaluate the effectiveness of fundraising campaign(s) and ROIs.
- Design and implement a plan for legacy giving (bequests, letters of intent, etc.).

Donor Relations
- In coordination with the CEO, develop individualized plans and strategies for cultivation, retention, solicitation, and stewardship for major donors.
- Conduct donor research to support cultivation, stewardship, and solicitation activities.

Board of Directors
- Prepare fundraising dashboard for monthly Board meetings and between meetings as needed.
● Attend Board meetings as needed.
● Serve as staff liaison to the Development Committee.
● Coordinate Board ambassador and solicitation assignments.

General Duties
● Supervise Director of Data Integration.
● Ensure donor thank you notes, gift acknowledgements and recognition activities meet the highest professional standards, including rapid turn-around.
● Effectively manage the development department’s day-to-day operations, budget, and income forecasts.
● Partner with the finance staff to sustain efficient, effective, and transparent financial tracking and reporting processes.
● Collaborate with all other departments within the organization to create an understanding of their impact, and model the importance of FRD.
● Represent the JCC at community events, meetings, etc.

General Skills
● Proven networking skills, along with the ability to inspire and build a growing community of supporters.
● Extensive knowledge of fundraising strategies, techniques, and analysis.
● Ability to establish and maintain effective working relationships with staff, Board members, and donors.
● Ability to perform at a high level in a fast-paced team environment, and manage multiple projects to meet timelines and deadlines.
● Proven success at creating resource development strategy, increased results and face-to-face solicitation.
● Proactive behaviors with leadership and consensus building skills.
● Goal-orientated and close attention to detail.
● Other duties as determined by the CEO.

REQUIRED MINIMUM QUALIFICATIONS
● Minimum of 5 years of progressive development or equivalent experience with supervisory responsibilities.
● Experience working in a nonprofit and/or educational institution.
● Exceptional written and verbal communications.
● Commitment to the mission of the JCC East Bay.
● Experience with Salesforce and/or other CRMs.
● Bachelor’s Degree.
● Excellent interpersonal skills; able to motivate small but mighty teams.
● Thrives in a fast-paced environment with multiple priorities and projects.
● Proven experience in customer service and community relations.
- Available for evening and/or weekend meetings as needed.
- Ability to lift up to 40 lbs.

Salary range is $80,000-100,000. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish).

The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.

Systemic inequities in hiring have caused women, people of color, LGBTQ+ folks, and others to apply to jobs only if they meet all of the qualifications. The JCC East Bay encourages you to apply anyway, as no one ever meets 100% of the qualifications. We look forward to your application.

The JCC East Bay requires all employees to be fully vaccinated against COVID-19, and applicants are required to submit proof of vaccination prior to beginning employment. (As of January 31, 2022, the definition of fully vaccinated includes a booster shot.) In accordance with the law, the JCC East Bay will accommodate employees who cannot be administered the COVID-19 vaccine for medical/disability or religious reasons if to do so is not an undue hardship.