

Development Manager
Stroum Jewish Community Center of Greater Seattle

The **Development Manager** is a new position created to build on current fundraising success and design and grow a donor-centered and comprehensive Annual Giving program to fund free and affordable programs to more than 15,000 people in and around the Puget Sound. He/she will have frequent interaction with donors, members, program participants, volunteers, SJCC program directors and the greater community.

The Development Manager is responsible for ensuring the overall success of the Annual Giving program that is dedicated to obtaining and sustaining primarily individual donors and includes appeals, special events and stewardship to sustain operational expenses.

Essential Duties and Responsibilities:

- Partner with the Senior Director, Advancement to plan and implement a strategy to identify, cultivate, upgrade, solicit, and steward a growing pool of annual supporters, with an eye to building a strong pipeline of qualified major donors.
- Design and lead implementation of annual fundraising activities, including online, direct mail, monthly, corporate, and workplace giving, tribute programs, and the signature Circle of Friends Luncheon.
- Work closely with the Circle of Friends Luncheon Committee and other development volunteers to grow attendance and ensure a meaningful and personalized donor experience.
- Design and lead implementation of stewardship efforts to acknowledge, recognize, and report impact to new and mid-level donors.
- Manage a portfolio of mid-level donors and prospects to establish or deepen their engagement with the Agency.
- Work collaboratively with the Database Manager, program directors and other staff to identify, capture, and leverage relevant agency-wide data to support relationship-building with prospects and donors.
- Work closely with the marketing department to develop multi-channel, donor-centered messaging that conveys the Agency's unique value proposition to the community and the difference philanthropy makes in meeting the mission.
- Supervise the Development Assistant to support all annual giving activities, including the planning and execution of the Circle of Friends Luncheon.
- Perform work on weekends and evenings as needed to meet applicable deadlines.
- Other duties as assigned.

Supervisory Responsibilities:

This position does not have supervisory responsibilities, however, strong collaboration with the Development Assistant position is required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- Bachelor's degree (B. A.) from a four year college or university and at least three to five years experience in a non-profit, fundraising environment; or equivalent combination of education and experience.
- Possess an entrepreneurial spirit and a desire to take on a creative leadership role on a growing team.
- Communicate effectively and passionately, both orally and in writing, about the mission of the Agency.
- Desire to combine teamwork and autonomy, always with a high level of professionalism and attention to detail.

Computer Skills:

- Experience and proficiency with Blackbaud NXT and Raiser's Edge is preferred.
- Demonstrated fluency in Microsoft Excel, Word, Outlook and Powerpoint, as well as a donor database is required.

Benefits: SJCC provides a generous benefits package that include insurance benefits, retirement benefits, and vacation and secular and Jewish holiday policy. In addition perks include a full family membership, discounts on school, camp and childcare programs and discounts on other programs and services.

Since we opened our doors in 1949, The Stroum Jewish Community Center welcomes everyone to learn, grow and celebrate. As the region grows and diversifies, we continue creating opportunities that help people make connections and find personal meaning through free and affordable programs in early childhood, summer camp, cultural arts, holiday, and health and wellness, regardless of ability to pay.

Please submit cover letter and resume to rinatf@sjcc.org with **Development Manager** in subject line. No calls please, only applicants selected for interviews will be contacted. Applications will be accepted until position is filled. For certain consideration, submit application no later than January 30, 2018.

Job type:	Full Time
Reports to:	Sr. Director of Advancement
Details:	Full-Time
Salary Range:	Min. \$55,000 to Maximum \$60,000
Application Deadline	1/30/2018
Address:	3801 E. Mercer Way, Mercer Island, WA 98040