

Job Title: Development Manager
Department: Development
Reports To: Senior Director, Advancement

FLSA Status:
Prepared Date: Exempt
January 2019

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

Position Summary:

The Development Manager is responsible for ensuring the overall success and growth of a donor-centered and comprehensive annual giving program to the SJCC for programs across the Puget Sound area. The Development Manager will have strong communication and social media skills and frequent interaction with donors, members, program participants, volunteers, SJCC program directors and fellow members of the SJCC family. Exceptional customer service delivery is expected at all times.

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 annual fundraising events.
- Work closely with special event fundraising committee members and other development volunteers to grow attendance and ensure a meaningful and personalized donor experiences.
- 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 Development colleagues, 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.
- 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 Advancement Team 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.

Language Skills:

Outstanding written and verbal skills required, including the ability to write speeches and articles for publication that conform to prescribed style and format. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Math Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists (productive amidst ambiguity). Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent may carry materials weighing up to 20 pounds.

Environmental Conditions: The work is typically performed in an office environment, with a moderate noise level. Occasional travel to other areas of the facility may be required, where the noise level is moderate to loud and environmental conditions may include slippery surfaces, crowded areas, or working near moving parts (e.g. exercise equipment). Local travel may be required.