Director of Development

Department: Development
Reports To: Executive Director, Jewish Vocational Service of MetroWest
Status: Full Time

POSITION SUMMARY:

The Director of Development is responsible for critical areas with JVS fundraising including individual, institutional giving and corporate giving. Utilize the donor database for accurate recording of gifts and donor progress. Oversee cultivation events to increase awareness of JVS with donors. The Director works closely with the Executive Director as a thought and project leader in fundraising and marketing endeavors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Solicit and steward a portfolio of donors, especially individuals, who have the potential for increased giving to JVS.
- Working with Executive Director, cultivate and engage Board members with the work of JVS.
- Identify new donors and create strategies for increased individual support.
- Create and implement the Annual Giving campaign.
- Create and implement a Major Gifts program.
- Manage the annual fundraising goal and provide timely updates on status throughout the fiscal year.
- Manage Development Officer for ongoing gift solicitation and stewardship and to ensure deadlines for submission of proposals as well as interim reports are met.
- Manage Development Associate whose primary responsibility is donor entry of gifts and generation of acknowledgement letters and other department duties.
- Oversee JVS donor database (DonorPerfect) to ensure that gift recording and acknowledgments are done efficiently and in a timely manner. In particular, ensuring that weekly reports of gifts are provided to show up-to-date information on tracking against annual fundraising goals.
- Manage and oversee all fundraising Special Events and cultivation opportunities.
- Collaborate with JVS program colleagues on fundraising potential based on program-related impact.
- Work closely with Executive Director in production and execution of Board communications.
- Staff Board Development Committee, including creation of agenda and materials in advance of meetings.
- Overseer creation of donor acknowledgement materials and donor listings. Updating and accuracy of these lists is of primary importance.
• Manage Development Department budget, including tracking of expenses and requirements associated with revenue allocation and budgeting.
• Work with team members on wealth-screening projects, analyze results and integrate into prospect pipeline.
• Perform other position-related duties as assigned.

QUALIFICATIONS
• Bachelor’s degree.
• Minimum of 10 years of progressively responsible fundraising experience in a non-profit organization, work-force development and social service agencies are a plus.
• Experience as a senior team member in leading a comprehensive development operation.
• Proven track record in cultivating and soliciting a portfolio of donors.
• Ability to manage, influence and inspire a wide range of stakeholders, both internally and externally.
• Successful experience working with volunteer leaders, board members and organizational leadership.
• Strong strategic, project management, organization and administrative skills to lead a variety of projects and programs.
• Excellent management skills and team building with the ability to recruit exceptional staff.
• Well-honed people management and team-building skills.
• Ability to perform with calm and grace under pressure.
• Excellent writing, analytical and communication skills.
• Ability to take initiative and manage multiple projects at one time.

CLASSIFICATION AND SCHEDULE
This is a full-time, non-exempt position. This is a hybrid position with an office located in East Orange, NJ.

OUR BENEFITS
JVS provides generous benefits for eligible full-time employees, including:
• Medical, dental, and life insurance
• 403(b) basic retirement plan
• Considerable paid time off, including vacation, sick leave, and generous holidays
• Long-term disability coverage
• Flexible spending accounts

TO APPLY
Please submit a resume and cover letter highlighting why you are a perfect fit for this position. No phone calls please. As we would like to fill this position in a timely manner, we will accept applications on a rolling basis until the position is filled.

ABOUT JVS
JVS of MetroWest is a nonprofit, community-based health and human service organization, delivering a wide array of personalized services on a nonsectarian basis to nearly 2,500 individuals each year. The people we help range in age from 14 to 100+. We provide services to individuals throughout New Jersey.
and business-to-business services to hundreds of companies across the State.

JVS provides an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetics, gender identity, or veteran status and will not be discriminated against on the basis of such characteristics or any other status protected by the laws or regulations in the location where we operate.