

# HARRIS RAND LUSK

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## **The Jewish Board Director of Institutional Relations Job Description**

**The Jewish Board**, one of New York City's largest and most-respected social service nonprofits helping underserved communities, is seeking a highly skilled development professional with a strong commitment to and identification with its mission to become its next **Director of Institutional Relations**.

### **Background:**

The Jewish Board began over a century ago as a network of volunteers bringing food and clothing to poor Jewish Families. Today, The Jewish Board serves over 43,000 clients each year regardless of religion, ethnicity, cultural background, gender identification, ability or age. It provides critical health and human services for New Yorkers from all five boroughs, including adults and children living with mental illness; families and individuals who need supportive housing; adolescents who deserve a safe and protected environment in which to recover; people living with developmental disabilities; and individuals who need counseling and mental health services to address specific issues. Headquartered in mid-town Manhattan, The Jewish Board operates community-based programs, residential facilities and day treatment centers in 75 locations across all five boroughs, and also operates a 125-acre campus in Westchester.

The work of The Jewish Board is built upon the professionalism and compassion of over 2000 employees, including professional social workers, family therapists, psychologists, and psychiatrists, all working to ease the burdens that strain and disrupt the lives of New Yorkers—promoting recovery, resilience and self-sufficiency for individuals and families at every stage of life.

### **The Position:**

Reporting to the Chief Development Officer, the Director of Institutional Relations will be a senior member of the development team and responsible for the strategic development, solicitation and management of foundation, government, and corporate relationships. The Director will lead the Institutional Relations team and guide staff, volunteers and trustees in cultivating relationships and soliciting major and annual gifts. The ideal candidate is an experienced professional who brings strong relationships, smart ideas, creativity, leadership and flexibility to his/her work and is committed to the mission of the Jewish Board.

The ideal candidate will have deep foundation and government relations experience, including a broad knowledge of the institutional funding landscape for complex social services organizations. Grant writing experience is expected. In addition, the Director should have the ability and willingness to assume an external-facing role with foundations as well as individual donors, including participation in site visits and other cultivation and stewardship activities. With responsibility for a significant portion of the current development team, the Director should have management experience, ideally in a social services setting.

The Director of Institutional Relations must be highly intelligent, strategic, and an excellent communicator (both oral and written). He or she must be able to work closely with The Jewish Board's senior leadership to understand the organization and communicate its needs. He or she must promote an open, inclusive environment that emphasizes cooperation and teamwork across development functions with a minimum of ego. In addition, he or she will be bright, diplomatic, of the highest integrity, and possess sound judgment and interpersonal skills as well as a sense of humor.

### **Specific Responsibilities**

#### *Donor Cultivation, Solicitation and Stewardship*

- Identify and cultivate relationships with major institutional funders and prospects to increase long-term support for agency priorities.
- Write or supervise the writing of a high volume of proposals to potential agency funders, including in response to government solicitations (RFPs).
- Represent the agency with funders, at site visits and at conferences and workshops.
- Manage the reporting process, ensuring that communication with institutional donors is accurate, complete and timely.
- Track and report key metrics reflecting the activity and results of the Institutional Relations team.
- Keep up to date on trends in the field.
- Other duties as assigned.

#### *Staff Management*

- Supervise the work of two department grant writers and one operations manager to support institutional development goals.
- Foster a spirit of collaboration with all members of the development team to support the overall philanthropic success of the agency.
- Mentor and encourage staff to build strong institutional relationships and expand agency support.

### Strategy and Planning

- In collaboration with the Director of Development, set and implement annual goals and objectives for Institutional Relations within the context of annual department-wide strategic planning.
- Working with department staff and agency leadership, articulate a vision for support from institutional funders to support agency growth.
- In response to agency priorities, research and identify potential funding and program development opportunities from a variety of government, foundation, corporate and other institutional partners.
- Work collaboratively with program and budget staff to develop proposal content, including proposed program structure, staffing, clinical models and budget.

### **Qualifications**

- Minimum five years related work experience, including management of staff
- Bachelor's degree in a related field required; advanced degree preferred
- Extensive experience with and knowledge of government and foundation funding landscape
- In-depth understanding of human services is preferred, with knowledge of the New York health care, child welfare and related systems provider community a plus
- Excellent oral and written communications skills required, with emphasis on the ability to translate programmatic objectives into a clear and compelling case for support
- Strong computer skills required, particularly in Word, Excel and development database management (Raiser's Edge software experience is highly desirable).

The Jewish Board is an affirmative action employer.

For more information about The Jewish Board, please visit their website at <https://jewishboard.org/>

### **To Apply**

The Jewish Board has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations and applications may be directed in confidence to:

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*Please include a cover letter and resume and put "JB DIR" in the subject line of your emailed application.*

