

Development Coordinator

Reports to: Executive Director of Temple Beth El (TBE)

Status: Part-Time, Permanent

Job Title(s) Reporting to This Position: N/A

Application Deadline: Open until filled

About Temple Beth El

Temple Beth El (TBE), a synagogue in the tradition of Reform Judaism, is a vibrant community dedicated to Worship, Study, Social Justice and Community. We are home to over 530 member families and educate nearly 450 children in our religious school and preschool.

For 68 years, the congregation, clergy and leadership of Temple Beth El have worked together to inspire, educate, and support our members and deepen their connection to Judaism. Today, we are proud of the energy and dynamism of our community. Through participatory learning, engaging worship, social justice projects, and community building, we seek to enrich and bring meaning to the lives of our members in an ever-changing and complex world. With membership in our congregation growing, we are committed to building the spiritual, intellectual, physical, and financial resources needed to further strengthen our temple community and the community around us.

Position Overview

We are seeking a part-time Development Coordinator whose role will be to oversee the day-to-day implementation and coordination of Temple Beth El's Annual Fund and Major Gifts Initiative.

This is a new position created to help meet the growing needs of the synagogue. The role entails working collaboratively with TBE's spiritual and professional leadership, Board members, other volunteers, and community members.

This is a part-time position that can accommodate a flexible schedule.

Responsibilities

The responsibilities of the Coordinator include, but are not limited to:

Annual Fund & Major Gifts Campaign: Implementation, Management and Communications

- Organize the pipeline of prospective donors and ensure timely activity and progress toward goals and benchmarks
- Create and manage materials and communications
- Oversee donor communications, events, and stewardship; acknowledge gifts
- Refine and update funding priority documents as needed
- Prepare regular progress reports and periodic updates for TBE leadership, Board members, and volunteers
- Prepare meeting agendas, letters to current and prospective donors, individualized proposals, briefing memos, remarks for TBE leadership/volunteers for various cultivation events, and other preparatory or follow-up materials to support staff, Board members and other key volunteers
- Oversee creation of print and online communication tools
- Maintain calendar

Management of Development Committee(s) and Volunteers

- Work with and support volunteers, including the Board and Development Committee
- Coordinate Development Committee meetings and events including creation of presentation

and support materials (briefing memos, donor research, follow-up letters, meeting materials) and execute follow-up

- Serve as the lead staff liaison for the Development Committee Chair(s) and support their leadership of the committee (helping set committee direction, establish meeting agendas, create meeting materials, schedule meetings, etc.)
- Collaborate with TBE leadership and the Development Committee to design and execute special events and other activities for donor cultivation
- Plan the solicitation of major donors and work with members of the Development Committee on cultivation strategies, preparation for donor visits, and all necessary follow-up
- Prepare ongoing updates and numerical analysis of campaign progress for leadership

Ongoing Fundraising Efforts (Gala, Planned Giving, Other Giving)

- Serve as the lead staff liaison to various committees for all synagogue fundraising activity, including the annual gala
- Prepare agendas, and other preparatory or follow-up materials to support volunteers
- Develop and support planned giving effort in print and online

Education Background, Skills and Work Experience

The ideal candidate will possess the following:

- A Bachelor's degree or above
- Two or more years of professional experience in the development field
- Strong interpersonal and relationship-building skills and a proven record of creating and fostering excellent relationships between donors and an institution
- The ability to motivate and work effectively with volunteers and Board members, as well as exemplary communication, writing, presentation, and interpersonal skills
- Strong project management skills and the ability to prioritize and manage multiple projects without compromising quality
- The ability to serve as a strategic thinker, capable of providing positive and proactive solutions to challenges and opportunities
- The ability to work independently and to have an open and collaborative management style, characteristic of a team player
- Creativity and analytical skills
- Excellent computer skills including in Microsoft Office programs
- A high level of integrity and a strong work ethic
- A commitment to TBE's mission
- Experience in a Jewish or synagogue environment preferred

Compensation

Compensation for this position is competitive and commensurate with experience. TBE is an equal opportunity employer.

To Apply

Please email your resume and written statement to Gennifer Kelly, Executive Director, at employment@bethelnw.org and with subject "Development Coordinator".

Hire/Start Date: May 2017

Please note your application will only be complete after you submit both a resume and a cover letter linking your passions and experience to this opportunity and TBE's mission. Your cover letter should be succinct, professional, and clearly demonstrate your ability to communicate effectively.