



# Westchester Jewish Community Services

wjcs.com

White Plains, NY

## Chief Advancement Officer

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**ABOUT WJCS:** Westchester Jewish Community Services (WJCS) is a comprehensive human services organization that helps people of all ages and backgrounds overcome emotional, social, educational, vocational, disability, and spiritual challenges so they can lead lives with strength, resilience, and confidence.

A not-for-profit organization founded in 1943, WJCS has grown to be the largest provider of licensed outpatient community mental health services and one of the largest human service agencies in Westchester County. The WJCS highly trained staff provide more than 80 state-of-the-art programs and services and compassionate care to more than 20,000 people of all ages and backgrounds throughout Westchester. WJCS is driven by the spirit of “tikkun olam” —repairing the world.

WJCS is an Equal Opportunity Employer and is committed to fighting racism. Through its staff-led Undoing Racism Alliance, WJCS has hosted companywide Undoing Racism Lunch ‘n’ Learn Workshops for over 20 years. Speaker presentations and discussion forums have been focused on raising awareness about racism and its effects and joining in communitywide efforts to fight racism. For more information, please visit [wjcs.com](http://wjcs.com).

**FUNDING:** WJCS has a current annual operating budget of approximately \$45 million. Revenue sources include Westchester County, New York State, the U.S. Federal Government, the WJCS Board of Directors, foundations, corporations, and private donors. Additionally, grants, foundations, government, and UJA funding represents approximately \$18 million annually under management. Approximately \$3 million is generated through private philanthropy annually.

**THE OPPORTUNITY:** WJCS seeks a seasoned, entrepreneurial development professional to join the Executive Team as Chief Advancement Officer (CAO). He/she/they will be responsible for expanding and strengthening WJCS’s impact and visibility by implementing a comprehensive plan for developing new and deepening existing relationships with key external partners to maximize philanthropic support. The CAO will drive revenue growth and lead a team to achieve defined fundraising goals, collaborate with the CEO and board to maximize their development efforts, oversee the organization’s communications related to fundraising, programs, and brand awareness, and oversee the management of the volunteer department.

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Westchester Jewish Community Services  
*Strengthening Lives. Shaping Futures.*

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The CAO will join a very well-respected human services organization with a track record of high-quality programs, recent significant growth, a dedicated staff, and an engaged board. The individual in this role will inherit a strong team in development, grants, marketing, and communications and volunteer management. The CAO will be a contributing member of the executive team, participating in strategic direction and planning for the overall organization.

The CAO reports to the Chief Executive Officer and serves as the primary staff liaison to the Board of Directors. The CAO leads a team of nine through 4 direct reports. The estimated annual base salary is \$180K plus generous benefits.

**IDEAL QUALIFICATIONS:**

- At least 10 years of experience in a senior fundraising leadership position.
- Demonstrated track record of success leading and building an innovative, strategic, superior advancement program.
- History of success in major gifts work.
- A solid understanding of the social service sector and its unique funding sources and challenges.
- Experience working successfully with a board of directors and senior executives to maximize their organizational engagement and fundraising success.
- Openness to innovation, creativity, and willingness to incorporate new modes of fundraising techniques and strategies.
- Working knowledge of the Jewish philanthropic communities, particularly in Westchester.
- Exceptional interpersonal skills.
- The ability to craft persuasive proposals and donor correspondence as well as engaging effectively and appropriately face-to-face.
- First-rate team leadership and management skills, and the ability to inspire, encourage, and assist team members in reaching ambitious fundraising goals.
- An understanding of how to use social media to increase brand awareness and drive contributions. Experience with databases such as eTapestry.
- A compassionate and collaborative spirit.
- Demonstrated commitment to the principals of diversity, equity, inclusion, and access, and building and leading a team that reflects the many dimensions of diversity.
- Ability and willingness to attend evening/weekend activities to cultivate and steward key donors and prospects.
- A bachelor's degree is required; an advanced degree is preferred.

To apply, please [click here](#) or visit [howe-lewis.com](http://howe-lewis.com) and click on the "Assignments" tab on the top menu.