



DIRECTOR OF DEVELOPMENT
National Council of Jewish Women New York
New York, NY

ORGANIZATIONAL OVERVIEW:

The National Council of Jewish Women New York (NCJW NY) is a grassroots, community-based organization of volunteers and advocates who turn progressive ideals into action. Founded in 1894, it is one of the oldest and largest affiliates of NCJW, Inc. Inspired by Jewish values, NCJW NY strives for social justice by improving the quality of life for women, children, and families and by safeguarding individual rights and freedoms. Through a three-pronged effort of direct social services, education, and advocacy for systemic change, NCJW NY works to foster women's leadership and address the inequities in our city and in society at large.

NCJW NY's core programs and services include:

- Hunger Program (food pantry and community kitchen/on-site meals)
- Council Lifetime Learning (senior programming)
- Social Work Services
- Back 2 School Store
- Children's Literacy Program
- Pregnancy Loss Support
- Advocacy focused on economic and reproductive justice for women

For more information about NCJW-NY please visit www.ncjwny.org

THE OPPORTUNITY:

The Director of Development (DOD) will be NCJW NY's senior financial resource development professional responsible for leading NCJW NY's development efforts, maintaining current support, and identifying and pursuing new opportunities and donor pipelines. In collaboration with the Executive Director and the Development Committee of the Board, the Director of Development will create and execute a comprehensive annual development plan and strategy to grow NCJW NY's \$1.1 million in fundraising revenues. The DOD will take the lead on major and institutional giving, staff the Board's Development Committee and supervise, and collaborate in, the Associate Director of Development and Communications' work in events and mail and electronic appeals. Reporting to the Executive Director, the DOD will be a member of NCJW NY's senior leadership team and supervise Associate Director of Development and Communications (Associate Director) and a part-time Development Associate.

This is an exciting leadership opportunity to contribute to the growth and development of a prestigious and highly regarded NYC direct service and advocacy organization. The ideal candidate is a goal driven, creative and proven fundraiser with the skills to envision and implement strategic development plans, build relationships, and cultivate and solicit donors.

RESPONSIBILITIES

Financial Resource Development:

- Create and execute a wide-ranging development plan and strategy encompassing major and individual giving, institutional support, the annual gala, smaller events and planned giving
- Lead a major gifts program and annual campaign including prospect identification, cultivation, solicitation, and stewardship and the implementation of best practices in moves management
- Personally develop and carry a portfolio of major donors and prospects and partner with and support the Executive Director on her major gift activities
- Collaborate with, and support, the Board, senior staff, and program staff to identify and cultivate prospects, and develop solicitation strategies and funding opportunities
- Prospect and cultivate younger donors to build a pipeline of future support
- Manage the grant application process, including new prospect research and the preparation and submission of polished and compelling letters of intent, grant proposals and reports
- Maintain and manage an institutional funding calendar to assure timely submission of letters of intent, renewals, new proposal submissions, and grant reporting
- Supervise and guide the Associate Director in the planning and execution of print and electronic appeals and in the design and production of marketing and promotional materials including fact sheets, brochures, and annual reports
- Develop and execute simple but systematic efforts to increase long-term planned giving revenue
- Act as point person on all planned giving inquiries; track and follow up on outstanding bequests

Special Events:

- Provide strategic input and limited support to the Associate Director in producing the Annual Gala
- Collaborate on strategy for securing special gifts and sponsorships from individuals and corporations in conjunction with special events
- Partner with Associate Director and the Development Committee to conceive and produce smaller events to engage existing donors and draw in new prospects, including parlor meetings and other cultivation events throughout the year

Fundraising Operations:

- Ensure the timely dissemination of all donor communications including acknowledgements
- Supervise and maximize usage of donor database, wealth screening software and social media

CANDIDATE PROFILE AND CORE COMPETENCIES

- Demonstrated track record of success in front-line professional fundraising, financial resource development, and in establishing fundraising strategies and structure
- Confidence to build and cultivate trusting relationships with a wide range of stakeholders including board members, colleagues, major donors and prospects, institutional partners and program participants and low-income clients
- Commitment to the mission of NCJW and community-based and direct service programs; a passion for New York City and New Yorkers
- Ability to create a strong case for long-term support and inspire generosity
- Strong prospect research skills, inspirational and proactive connector, solid understanding of moves management practices
- Demonstrated track record of managing successful projects and/or events
- Highly organized, able to manage multiple projects simultaneously and pro-actively push initiatives and plans forward
- Ability to work independently as well as participate in, and lead, teams

- Strong attention to detail and a high degree of perseverance and follow-through
- Excellent written and oral communication and presentation skills
- Facility with Microsoft Office applications, social media, CRMs/donor database, wealth screening software, and foundation search tools
- Knowledge of NYC's fundraising landscape, particularly the Jewish philanthropic community, a plus
- College Degree required; relevant graduate degree preferred

COMPENSATION & BENEFITS:

Compensation range: \$95,000 to \$105,000+, depending on experience and track record. Excellent benefits and generous leave time package. Some remote work flexibility, up to one day per week.

TO APPLY, RECOMMEND CANDIDATES OR, FOR MORE INFORMATION, PLEASE CONTACT:

**Daniel B. Ripps, Principal
Gabai Strategic Advisors
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NCJW NY is an Equal Opportunity Employer. We are committed to creating a culture of inclusion and accountability. We honor the wisdom, insights, perspectives, and experiences of diverse viewpoints, and recognize that many critical voices have been underrepresented in Jewish organizational life and nonprofit organizations as a whole for too long. We welcome applications from people of diverse religious, spiritual, and cultural backgrounds.

We are an equal opportunity employer and recruit, hire, train, promote, compensate, and administer all personnel actions without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, culture, age, creed, disability, ancestry, medical condition, marital status, military or veteran status, citizenship status, or any other protected status.