

Job Description

Chief Development Officer

BACKGROUND:

For over 60 years, the Jewish Federation organization has led the way in building a warm, welcoming, and inclusive community for Jews and non-Jews in central Florida. We are beginning a new era of Jewish experiences, transforming our campus into several new and exciting services [day camp, cultural center, etc.] and a state-of-the-art event center. This is an exciting time to build upon the strengths of this wonderful Jewish community.

SUMMARY:

Our mission is to strengthen Jewish life and identity in our community, provide for Jewish people in need and promote support for Israel. We are seeking an experienced, chief development officer leader with a passion for the Jewish Community who will build upon its established strengths and further energize the community. The successful candidate will have a unique opportunity to collaborate with leadership to "translate" the organizational strategy and content priorities into content that would be used to fund and expand Jewish services across our community and beyond. The Chief Development Officer will supervise a team of fund-raising professionals.

KEY ACCOUNTABILITIES:

- Build and lead a team of passionate result-driven development officers by serving as an inspiring but demanding mentor while driving a culture of revenue accountability in every Federation department
- Develop a personal portfolio of existing high-potential and new donors and serve as their relationship manager and solicitor
- Forge a culture of synergistic partnership among development professionals and committed volunteers with shared ownership of the philanthropic strategy, process and results which includes:
 - Accountability for team results
 - High touch relationship focuses
 - Challenge staff and volunteers to reach stretch results

- Partner with the CEO on an ongoing basis to develop and implement a 'total FDR' philanthropic strategy including endowment, corporate and grants
- Manage and delegate the philanthropic operations which includes optimizing the donor database, follow-up, billing, systems and staff development, etc.
- Expand and further develop donor acquisition, retention and stewardship
- Represent the Federation at a full calendar of civic, and charitable functions and events to cultivate relationships with current and potential donors

DUTIES AND RESPONSIBILITIES

- Develop and implement a comprehensive fundraising plan in partnership with the CEO, senior staff and Board of Directors
- Orchestrate & complete the 30 M Capital campaign where 20 M has been raised during the opening phase.
- Serve as the Federation's major gift fundraiser, identifying, cultivating, soliciting and stewarding key donors and prospects
- Build a strong portfolio of major gift prospects and donors.
- Expand and build the Jewish Federation Endowment Fund
- Build and continue to develop further the data base of donors and prospects
- Direct staff in the search for grant opportunities, write, monitor and manage grant applications including timely update and final grant reports
- Direct and continue development of an ongoing annual giving program
- Remain up-to-date on current fundraising, being used in the nonprofit sector as well as current tax law affecting charitable giving
- Act as an advocate for the organization in the community and governmental activities and in making presentations countrywide to promote the mission and goals of the Foundation

PERSONAL TRAITS

- Passion, advocacy and excitement for the mission of the Jewish Federation mission
- Intellectual curiosity, confidence and ability to apply the experience of traditional development skills to an organization that will transform lives forever.
- Poise, credibility and relationship skills to work with diverse constituencies
- Strong personal work ethic with a sense of humor and perspective
- Entrepreneurial, creative style

- Integrity and honesty
- Team-orientated and mission-driven professional with a desire to create and build
- Collaborative

IDEAL CANDIDATE:

- A deep, abiding passion for the mission and goals of the federation
- Belief and support in donor-centered philanthropic culture
- Proven ability to articulate a compelling vision and inspire board, staff, donors, volunteers and public to achieve it
- High emotional intelligence and ethical standards
- A high degree of self-motivation, ingenuity, and creativity
- Open minded, adaptable and collaborative
- Ability to maintain positive and authentic relationships
- Comfort and confidence in asking for and closing major gifts
- Enjoy working in a fast-paced, dynamic and quickly changing environment
- Highly organized with attention to detail
- Excellent at follow-through and donor customer service
- Commitment to diligently documenting contact information, prospect research, and interaction reports
- Excellent verbal and written communication skills
- Ability to write clear, concise, and compelling proposals, letters, reports and grants
- Knowledgeable and ability to leverage CRM database for donor segmentation and customization of donor management software
- Willingness to be mentored and/or mentor others

QUALIFICATIONS:

- Minimum qualifications include a bachelor's degree preferably a masters/CFRE certification in fundraising
- 7-10 years of development or related work experience, and demonstrated success in in personally securing major gifts, capital gifts and planned giving experience.
- A background in a non-profit environment, in a staff position or volunteer leadership role is a plus.
- Preferred - knowledge of Jewish identity, demographic and communal issues and challenges

Submit letter of interest and resume along with salary requirement to Mary Beth Bos, CFRE, at karen@mbjgroup.com