



The Jewish Community Center is seeking a full-time **Annual Fund Manager** to join our Development team. This position is primarily based at our Creve Coeur location. Full-time employees are the J are eligible for our benefits package including medical and dental insurances, paid vacation, sick and holiday time, pension and 403b, company paid life, long term disability and ad&d insurances, along with membership and program discounts at the J.

Summary:

Together with the Director, Development, this position will plan and deliver on fundraising and campaign goals to further and support the JCC's strategic plan. This position serves as the staff liaison for several events, programs, and activities that feed the annual fund including serving as the lead staff person assigned to the J Associates, our women's auxiliary.

Responsibilities:

- Manage a portfolio of new and existing donors to contribute to the JCC's annual and long-term fundraising goals. This will include individual donors, corporate sponsorships, foundations, grants, legacy giving, etc.
- Develop personalized stewardship plans for donors. Organize all stewardship activities to ensure that the J communicates with donors on a regular basis. Continue the growth of and provide stewardship to our annual giving societies. Solicit and cultivate new and existing donors for the societies. Plan recognition events as appropriate.
- Work collaboratively with the JCC's departments to develop donor and sponsorship opportunities in support of programming. Assist with solicitation of prospective sponsors, where appropriate.
- Responsible for planning, facilitating, and executing of all J'la related activities including committee liaison, marketing, vendor management, and fundraising and sponsorship efforts.
- Take a leadership role in the Camp Sabra annual fund. Partner with Sabra staff and committee to help facilitate collaborative fundraising efforts.
- Working together with J Associates' leadership, plan, facilitate, oversee, and implement activities such as annual events, monthly programs, grant allocations, and fundraising. Create event timelines, comprehensive project plans, and budgets. Execute on timely basis and within budgeted parameters.
- Prepare and provide Agency updates for J Associates' board meetings which promote and encourage participation as well as prepare same to promote J Associates' events at the JCC board meetings.
- Together with the Marketing department, develop collateral material in support of all events and programs.
- Execute responsibilities on timely basis and within budgeted parameters.
- Other duties as assigned by manager.

Qualifications:

- BA/BS degree required

- 5 to 7 years of increasingly responsible development/relationship experience with a solid understanding of fundraising concepts and demonstrated success in annual campaigns, corporate sponsorship, major gifts, planned giving, direct mail and special events is required.
- Must be able to organize and implement strategic plans (financial, business development, marketing, branding, etc.), work independently as well as part of a team, follow through on assignments and prioritize competing tasks
- Must understand government and private foundation cycles and priorities.
- Superior organization, communication, social and writing skills along with a talent for creating communal collaborations and partnerships are required.
- Some Judaic knowledge and a deep commitment to the JCC mission and vision are necessary.
- Proficiency in Microsoft Office suite is required (Outlook, Word, Excel, Power Point, Access).
- Proficiency using Raiser's Edge is strongly desired or a demonstrated ability to learn new software programs in support of one's work.

For additional information about the J, please see our website: www.jccstl.org.

To apply for this position, please submit your cover letter and resume to careers@jccstl.org. Please be sure to include the title of the position you are applying for, "Annual Fund Manager", in the subject line of your email. The J's application is available for printing from the employment section of our website. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.