



The Jewish Community Center has an opening for a **Director, Development** to join our Executive Leadership team. This position, reporting to our President/CEO, is responsible for leading all fundraising efforts across our organization. We have two campuses featuring state of the art fitness centers, indoor and outdoor pools, gymnasiums, early childhood education centers, an adult day center, cultural arts programs, day camps, recreational sports, etc. which serve our more than 16,000 members as well as non member program participants. Our third campus on the Lake of the Ozarks houses our residential camp, Camp Sabra. In addition to the Development department's goal of raising annual contributions totaling 10% of our overall budget of approximately \$21 million, we are the recipient of approximately \$900,000 each from United Way and Jewish Federation of St Louis.

**Summary:**

The Director, Development leads the Development function and staff of the Jewish Community Center to create a vision in line with the JCC's strategic plan and deliver on all fundraising activities. This position is an executive level position reporting directly to the President/CEO and serves on the JCC's Executive team.

**Responsibilities:**

- Hire, train, supervise and lead the Development team by providing ongoing feedback, actively coaching and mentoring, management of performance to goals and identifying targeted professional development opportunities.
- Create an annual development plan and budget as well as a strategically forward looking 5 year plan to achieve the goal of raising contributions equal to 10% of the JCC's overall budget of approximately \$21 million on an annual basis.
- Plan for and manage capital and special campaigns as necessary.
- Participate in major institutional decision-making, especially as related to development, such as setting fund raising goals and integrating development strategies into the J's overall mission.
- Continue the growth of the "Millstone Society" (gifts of \$1000 plus) and other annual giving programs. Develop new annual giving programs as necessary.
- Expand the Legacy program for estate planning gifts.
- Manage current events and develop new events to increase the J's appeal to new target groups of individual donors.
- Identify new opportunities and support ongoing efforts in the attainment of grants from government and foundation sources. Write and submit grant applications, proposals, sponsorship packages, etc. on behalf of the J.

- Establish strategies to approach funders, both corporate and individuals, for significant financial support, and develop creative ways of promoting the J's programs for support.
- Direct the continuation of and enhancement of a growing major gifts portfolio of donors. Identify new funders and develop personalized stewardship plans for top donors. Organize all stewardship activities to ensure that the J communicates with donors on a regular basis.
- Together with Accounting, ensure proper protocols are in place to receive and account for donations. Ensure all donor records are accurately recorded into our databases as well as ensure the database is up to date. Ensure all donor correspondence is accurate and sent in timely fashion (thank you letters, tax letters, etc.).
- Work together with the J's Marketing Department to build and enhance public relations efforts, including defining message and creating necessary collateral material.
- Mobilize, support, and train Board Members and other volunteers to fundraise for the organization.
- Other duties as assigned by manager.

**Qualifications:**

- BA/BS degree required
- 5 to 10 years of increasingly responsible development experience with a solid understanding of fundraising concepts and demonstrated success in capital/endowment campaigns, 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.
- Prior supervisory experience is desired.
- Extensive 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.

To learn more about the J, please see our website [www.jccstl.org](http://www.jccstl.org) .

To apply, please submit your cover letter, resume and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org) . Please indicate the title of the position you are applying for in the subject line of your email. Our application is available for printing from the employment section of our website. Please 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.