



Position : Development Officer, Women's Philanthropy
Department : Financial Resource Development (FRD)
Reports to : Director, Women's Philanthropy /Philanthropic Leadership
Date : Q1 - 2017

- Do you have a passion for building a brighter, stronger Jewish future?
- Are you a driven, dynamic professional with 3-5 years of fundraising experience and solicitation of leadership gifts?
- Do you thrive in a creative, fast-paced team environment?
- Are you a proven and deadline-oriented collaborator?
- Do you care about and understand the needs and interests of the Jewish community?

The Jewish Federation of Greater Washington's fundraising department is hiring, and if you answered yes to these questions, you may be our perfect match!

Your role:

The Development Officer of Women's Philanthropy is an experienced relationship builder with a proven track record of soliciting annual campaign gifts. The professional will be responsible for managing a fundraising portfolio, with a primary focus on philanthropic women and their households. This position entails working with significant donors and senior laypeople and committees, requiring a high level of skill, discretion and teamwork.

- Serve as Relationship Manager: cultivate and maintain relationships with donors and prospects.
- Manage a fundraising portfolio with an emphasis in planning and implementing the effective identification, cultivation, face to face solicitation and stewardship of donors in WP giving \$500-\$4,999.
- Creates, organizes and implements fundraising and leadership development strategies and tactics.
- Manage a team of Women's Philanthropy Ambassadors
- Initiates and develops outreach programs and donor events.

- Trains and supports lay leaders by developing strategies for committees, meetings and events, and developing appropriate written materials including annotated agendas and operational plans (timelines for projects, solicitor recruitment plans).
- In partnership with lay leaders and professional colleagues, The Network team member plans, implements, and evaluates a creative and aggressive campaign of donors. The team member:
 - Recruits solicitors and ensures that they receive appropriate training and ongoing support;
 - Empowers and develops current and future lay leaders so that they may feel a high degree of ownership, involvement, and responsibility toward fulfillment of the Federation mission;
 - Works to assure donor satisfaction with the highest level of customer service;

Your background:

- Three to five years of experience in annual fundraising and solicitation of leadership gifts
- College degree in business or Master's level degree in a related field preferred
- Knowledge of fundraising systems and experience in prospect identification
- Strong donor-relation and/or customer relation skills: proven ability in creating strategies to cultivate prospects and channel donor engagement leading to greater charitable support
- Proven ability to work collaboratively and effectively with staff at all levels
- Proven communication skills, both verbal and written
- Proficiency in Microsoft Office; comfortable with and open to new technology
- Positive, can-do, go getter attitude
- Ability to work independently, perform well under pressure, juggle multiple tasks and exhibit sound judgment
- Commitment to the mission of The Jewish Federation and intimate knowledge of Jewish Community customs/practices

Interested?

To apply for this exciting position, please send your cover letter and resume to jobs@shalomdc.org, using subject line "WPDO-Q1-17".

About the Jewish Federation of Greater Washington:

The Jewish Federation of Greater Washington is a mission-driven non-profit organization dedicated to creating a welcoming and inclusive Jewish community for all. Federation identifies and meets community needs to create a strong local Jewish community and strengthen our connection with Jews in Israel and around the world. Federation partners with more than 60 local, national and international agencies to offer innovative programs and services to all who need and want them. We deliver measurable impact with immeasurable heart.