



The Jewish Federation

OF GREATER WASHINGTON

Position : **Development Officer, Women's Philanthropy**
Department : **Financial Resource Development (FRD)**
Reports to : **Director, Women's Philanthropy /Philanthropic Leadership**
Date : **January 2018**

Organizational Vision, Mission, and Function:

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.

Position Overview:

The Development Officer of Women's Philanthropy will report to the Director of Women's Philanthropy/Philanthropic Leadership. This position requires experience working with lay leaders to plan meaningful and effective fundraising-related events, soliciting annual campaign gifts and managing a fundraising portfolio with a primary focus on philanthropic women and their households. The position will also partner with lay leaders to work with donors, other lay leaders and committees.

Primary Responsibilities

- Cultivate and maintain relationships with donors and prospects.
- Initiate and develop outreach programs and donor events.
- 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.
- Create, organize and implement fundraising and leadership development strategies and tactics.
- Manage a team of Women's Philanthropy Ambassadors
- Train and support 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 Development Officer plans, implements, and evaluates a creative and aggressive campaign of donors, including:
 - Solicitor recruitment, training and ongoing support
 - Empowerment and development of current and future lay leaders to feel a high degree of ownership, involvement, and responsibility toward fulfillment of the Federation mission;
 - Insuring donor satisfaction by providing the highest level of customer service;

Requirements

- 2-5 years' experience with some combination of donor centered fundraising and solicitation.
- Experience in strategic and operational planning.
- First-hand knowledge of the Jewish community, its customs and practices
- Knowledge of fundraising systems and experience in prospect identification.
- Previous experience with working with volunteer committees
- Strong donor/customer-relations skills: proven ability in creating strategies to cultivate prospects and channel donor engagement leading to greater charitable support.
- Excellent communication skills – verbal, oral, written.
- Proven ability to work collaboratively and effectively with colleagues at all levels.
- Demonstrated creativity, initiative and flexibility.

Please send your resume and cover letter to jobs@shalomdc.org