



The Jewish Federation
OF GREATER WASHINGTON

Position : Senior Philanthropic Officer, Northern Virginia
Department : Financial Resource Development
Reports to : Director, Philanthropic Leadership
Date : April 2018

Organizational Vision, Mission, and Function:

The Jewish Federation of Greater Washington is an innovative, 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:

A recent landmark community study revealed that the Jewish community in Northern Virginia is home to more than 100,000 Jews and is growing at a rapid rate. The Jewish Federation of Greater Washington is hiring a Senior Philanthropic Officer to energetically and strategically build its presence and impact in Northern Virginia by partnering with community members, donors, congregational Rabbi's and key communal leadership. This is an exciting leadership opportunity for someone who knows and loves the Jewish Community, is an active member of the Northern Virginia Community, and wants to improve Jewish communal life in one of the fastest growing Jewish communities in America.

Primary Responsibilities:

- Serves as Relationship Manager: cultivates and maintains relationships with community members, donors, prospects, and lay leaders in Northern Virginia by conducting 18 or more pre-planned face-to-face meetings per month
- Builds partnerships and relationships with synagogues, agencies, and institutions in Northern Virginia to advance the Jewish Federation's impact and presence; serves as a community connector and networker
- Manages an integrated fundraising portfolio with the effective identification, cultivation, face to face solicitation and stewardship of Northern Virginia donors and prospects
- Works in coordination and collaboration with team members and lay leaders to prioritize prospects and coordinate discovery, cultivation, solicitation and stewardship moves
- Works to ensure donor satisfaction with the highest level of customer service

- Frequently attends events and programs in the Northern Virginia Jewish community, and serves as an ambassador of the Jewish Federation

Qualifications:

- Minimum of 5 years of experience in successful fundraising of leadership level gifts with demonstrated success cultivating, soliciting and stewarding donors
- Strong experience in relationship and partnership building with community organizations and lay leaders
- 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 team members at all levels
- Excellent 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 and remotely, perform well under pressure, juggle multiple tasks and exhibit sound judgment
- Commitment to the mission of The Jewish Federation
- Intimate knowledge of the Jewish community, its customs and practices
- Strong connection to/involvement in the Northern Virginia Jewish community preferred

Interested? To apply, submit your cover letter and resume to jobs@shalomdc.org, using subject line SPONV - 2018