



The Jewish Federation  
OF GREATER WASHINGTON

**Position** : SENIOR PHILANTHROPIC OFFICER  
**Department** : FINANCIAL RESOURCE DEVELOPMENT  
**Reports to** : DIRECTOR, PHILANTHROPIC LEADERSHIP  
**Date** : July, 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:**

We are seeking an energetic and dynamic fundraising professional to help us grow our Annual Campaign by securing new and increased gifts from major donors and prospects. This person will work to build meaningful relationships with major donors and prospects, deepening their engagement with the Federation's mission and initiatives. As a member of our Philanthropic Leadership team, this person will work closely with senior members of our Financial Resource Department. This position is a great opportunity for someone who is passionate about the mission of the Federation and the Jewish community, and is looking to join an innovative and forward-thinking organization.

**Primary Responsibilities:**

- Serves as Relationship Manager: cultivating and maintaining relationships with donors and prospects by conducting 15 or more pre-planned face to face meetings per month with donors and prospects in their portfolio
- Manages a fundraising portfolio with an emphasis in planning and implementing the effective identification, cultivation, face to face solicitation and stewardship of major donors and prospects
- Collaborates with team members and lay leaders to prioritize prospects and coordinate discovery, cultivation, solicitation and stewardship moves
- Proactively connects with existing donors and prospects to extend the reach and awareness of the Federation
- Works to ensure donor satisfaction with the highest level of customer service
- Networks in the community to meet prospective donors and raise the visibility of the Federation

**Requirements:**

- Minimum of 5 years of experience in successful fundraising of leadership level gifts with demonstrated success cultivating, soliciting and stewarding increased giving
- 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, 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

**Interested?**

To apply, submit your cover letter, resume and two writing samples to [jobs@shalomdc.org](mailto:jobs@shalomdc.org), using subject line SPOPL- 2018.