



# The Jewish Federation

OF GREATER WASHINGTON

**Position : Senior Philanthropic Officer**  
**Department : Financial Resource Development**  
**Reports to : Chief Officer, Donor Experiences**

Are you a driven, dynamic professional with a proven background in fundraising, face-to-face solicitation and relationship building?  
Do you thrive in a creative, fast-paced team environment?  
Do you care about and understand the needs and interests of the Jewish community?

If you answered yes to these questions, we may be a perfect match!!

## **Key Functions**

- Serves as Relationship Manager: cultivating and maintaining relationships with donors and prospects by conducting 12 or more pre-planned face to face meetings per month with donors and prospects in their portfolio
- Manages an integrated major gifts fundraising portfolio with an emphasis in planning and implementing the effective identification, cultivation, face to face solicitation and stewardship of philanthropic leadership donors and prospects
- Works in coordination and collaboration with team members and lay leaders to prioritize prospects and coordinating discovery, cultivation, solicitation and stewardship moves
- Proactively connects with existing donors and prospects to extend the reach and awareness of Federation
- Works to ensure donor satisfaction with the highest level of customer service

## **Desired Skills and Experience**

- 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 SrPO – FY19

**About The Jewish Federation of Greater Washington**

The Jewish Federation of Greater Washington is an innovative, mission-driven non-profit organization dedicated to building a vibrant, welcoming and inclusive Jewish community. Partnering with more than 60 local, national and international partners, Federation articulates a clear vision for Jewish life and brings together resources of all kinds in pursuit of that vision.