



JOB DESCRIPTION

Position: Development Officer, Young Leadership

Department: Financial Resource Development (FRD)

Reports To: Director, Young Leadership

While Federation's team is currently working remotely, candidates should be located in or willing to relocate to the Greater Washington (DC, MD, and Northern VA) region.

Organizational Vision, Mission, and Function

The Jewish Federation of Greater Washington envisions an open, connected, and vibrant Jewish community that cares for each other, fosters Jewish learning and journeys, embraces Jewish peoplehood and Israel, and acts as a force for good in the world. As a mission-driven non-profit organization, we work to inspire, build, and sustain vibrant Jewish life in a changing world by mobilizing our community in common purpose, intentional innovation, and effective action. Learn more at shalomdc.org.

Position Overview:

A strategic team-player with a “can do” attitude, the **Development Officer** engages and inspires the next generation of Jewish leaders in order to create a vibrant and open community for all Jews and their families in Greater Washington. He/she will work with young adults within the Jewish community to elevate their involvement in local, national and international Jewish life by helping them find and develop their philanthropic, leadership, and/or volunteer niche. He/she will be responsible for programming, volunteer management, leadership development, fundraising, community engagement, and recruitment.

Responsibilities:

- Identify and cultivate personal relationships with local young adults (those in their 20s and 30s), mentoring them on Jewish communal life and connecting them to Federation.
- Maintain a cultivation and fundraising portfolio of donors and prospective donors, meeting with at least 12 people face-to-face each month.
- Using donor portfolio, plan roadmaps for the donors' engagement and experience in Federation and solicit Annual Campaign gifts.
- Oversee and execute strategic initiatives and events to engage young adults in leadership development and philanthropy.
- Coordinate an educational leadership series for young adults, NeXus, that engages young people with Federation's work and guides them in defining their own Jewish journey.
- Foster existing partnerships with organizations in the community who cater to young adults with the goal of advancing Federation's mission.

- Plan and execute donor engagement opportunities as required.
- Coordinate Birthright Israel community trips bi-annually in partnership with community agencies to staff, recruit, and follow-up with local Birthright participants.
- Manage Young Leadership's social media accounts and online presence.

The above job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.

Qualifications:

- Fundraising experience, including face-to-face solicitation
- Experience in event coordination and planning
- Experience with volunteer engagement and management
- Exceptional organization and communication skills (both written and oral) with proficiency in English grammar and usage
- Detail-oriented
- Ability to develop relationships and work with a diverse population
- Ability to manage multiple tasks simultaneously and work with short deadlines
- Strategic thinker, with proven success in strategic marketing, planning and/or analysis
- Proven ability to oversee projects from concept through execution
- Commitment to developing connections in the Greater Washington area across Jewish professional lines
- Interest in working in the Jewish world and a desire to move Federation's mission forward for the benefit of our community

The salary range for this position is \$45,000-\$55,000.

Education and Experience:

- Bachelor's degree required
- Minimum of two (2) years non-profit development experience
- Proficiency in Microsoft Word, Outlook and Excel
- Experience working with donor / customer databases

To apply for this exciting opportunity, please send your cover letter and resume to jobs@shalomdc.org using subject line DO-YL FY21