

JDC-NYHQ Job Posting

Title: **Director of Resource Development and Special Projects**
Department: Resource Development
Reports to: AEVP for Resource Development
Status: Full-Time Regular

RESPONSIBILITIES:

Position, based at JDC-New York Headquarters, entails management and oversight of select departments and initiatives, as well as individual and foundation prospecting, donor outreach and development.

FUNDRAISING PORTFOLIO: Select major gifts prospect and existing donor accounts around the US to be assigned and developed. Expectation is to develop relationships and close major gifts for JDC Annual Board Fund (ABF), targeted initiatives.

AMBASSADOR'S CIRCLE: The JDC Ambassadors circle is a leadership initiative based nationally and in local communities, fostering stronger affinity with JDC's mission. It encourages deeper involvement among participants to increase involvement and philanthropic support for JDC's mission. Oversight of The Ambassadors Circle would entail strategizing with regional Senior Development Officers in order to identify, recruit and engage leadership to become informed and supportive of JDC and its mission, as well as management of New York Ambassadors Circle lunches and events. Specific responsibilities will include:

- * Strategizing and managing Senior Development Officers and supervising staff to reach out to and follow up with communities across North America in building engagement opportunities, events, missions and meetings for the Ambassadors Circle prospects and donors. This will include setting up local and national groups and educational leadership experiences across North America, planning creative and interactive educational events/symposia and developing a portfolio of group travel opportunities.
- * Developing a strategic plan for Ambassadors Circle activities in partnership with the AEVP, JDC Senior Development Officers and Board members.
- * Engaging JDC supporters in the identification, cultivation and development of the Circle and its giving level, the Ambassadors Society.
- * Monitoring and ensure follow-up by Senior Development Officers and other staff on all Ambassadors Circle activity to insure effective plan execution.

MISSIONS OVERSIGHT: There are over 100 overseas experiences planned each year to Israel, the FSU and of the 70 countries around the world utilizing JDC staffing and resources. Critical will be to manage, centralize, strategize, and ensure highest quality preparation and follow up, with a resource development lens.

OPERATIONS: Oversee Director of Operations and Operations Team to ensure all related functions run smoothly, to include gift processing, cash collections, acknowledgements.

OTHER DUTIES: A wide range of entrepreneurial and management opportunities exist. Other portfolio assignments and opportunities dependent on evolving organizational needs and candidate's specific expertise and interests.

QUALIFICATIONS:

Successful experience working with donors and community leaders, leadership development programs and educational activities. Seeking an exceptional team player with true leadership capabilities. Able to motivate, lead and inspire seasoned, knowledgeable senior staff. Demonstrated track record of success in major and principal gift solicitation in a major not-for-profit institution, including event management. Be sensitive to and able to work effectively in a truly international and culturally diverse environment. Familiar with global issues, international and community development. A strategic approach to development-the ability to anticipate and plan for the future. An exceptional communicator to both internal and external constituents with excellent verbal and editorial skills and the ability to present an effective and persuasive case for support. Human relations skills-the ability to forge collaborative working relationships with individuals at all levels of an organization. Entrepreneurial spirit-the willingness to be a creative risk-taker. Excellent organizational skills-the ability to juggle shifting priorities. Familiarity with Jewish community federations. A genuine commitment to JDC's mission and a willingness to be an active member of the JDC team. Ability to travel domestically and internationally.

Transfer requests must be made to Human Resources within 7 days of posting. All inquiries and referrals are to be directed to Robin Salsberg, Human Resources, robin.salsberg@jdcny.org

January 8, 2010