

**JEWS FOR RACIAL & ECONOMIC JUSTICE (JFREJ)  
AND  
THE JEWISH VOTE (TJV)**

**JOB DESCRIPTION**

**DIRECTOR OF DEVELOPMENT**

**Job Overview**

*Jews for Racial & Economic Justice*, a 30-year-old, New York City-based, 501c3 social justice organization ([www.JFREJ.org](http://www.JFREJ.org)), and its sister 501c4, *The Jewish Vote* ([www.jewishvote.org](http://www.jewishvote.org)), seek a full-time director of development to lead our growing fundraising programs. Reporting to the executive director, this individual must have an established background in all aspects of fundraising and staff/volunteer leadership, a great sense of humor, and a passion for justice.

This is an exciting opportunity for a fundraising professional to play a leadership role in sustaining and fueling critical progressive organizing in New York. JFREJ organizes Jewish New Yorkers in service of transforming the city we love from a playground for the wealthy to a place where power is shared and everyone has what they need to live healthy, connected lives. As JFREJ's sister organization, TJV is harnessing the power of the Jewish vote to elect and hold accountable visionary leaders willing to stand up and fight for an expanded democracy where everyone has the freedom to thrive.

The director of development is a senior position serving on the JFREJ and TJV leadership teams through a cost-sharing agreement between the two entities. The person in this role is responsible for leading and overseeing the two organizations' fundraising programs, from the creation of their annual plans to implementation and evaluation.

The combined budget for JFREJ and TJV is currently 1.3 million, and we are looking to grow to a 1.5-1.8 million budget in the coming 3 years. The portfolio includes events, major donors, foundations, volunteer management, and administrative and database oversight, as well as a strong and central commitment to grassroots fundraising through robust membership campaigns. The director of development also supervises a full-time development associate.

The person in this role will be joining a growing shared staff of 10 immensely talented and deeply committed movement professionals. As a member of the senior teams of each organization, they will play a critical role in shaping the organizational culture of both JFREJ and TJV.

**Applications will be accepted until the position is filled and early submissions are encouraged. Please send your resume and cover letter to [hire@jfrej.org](mailto:hire@jfrej.org).**

**Key Responsibilities:**

## **Design, execution, and evaluation of annual fundraising plans inclusive of institutional funders, major donors, membership campaigns, online giving, and special events.**

- Serve as a member of the JFREJ and TJV leadership teams.
- Staff the JFREJ board fundraising committee.
- Supervise the development associate and other fundraising consultants (event, database, etc.).
- Manage the organizations' revenue budgets and coordinate with finance and operations staff to ensure timely and accurate reports.
- Recruit and train fundraising staff and volunteer leaders, including board and advisory committee members.
- Oversee the development of all donor solicitation materials.
- Ensure all donor communications go out in a timely manner.
- Stay on top of fundraising trends and the nonprofit community.
- Oversee maintaining a culture of fundraising throughout the organization.

### **Major Donors**

- Build relationships with current major donors.
- Cultivate lists of prospective donors using prospect research tools and in collaboration with board and staff.
- Steward portfolios of major donors and support the executive director, board members, staff and volunteers to each track donor portfolios.

### **Membership**

- Oversee membership campaigns and efforts (ie, bringing dues-paying members into each organization with proactive campaigns, digitally and in-person).
- Design and execute plans to expand the grassroots membership base of both JFREJ and TJV, with clear metrics for success.
- Maintain and further develop the existing grassroots fundraising cultures of JFREJ and TJV as well as JFREJ's commitment to solidarity fundraising.

### **Special Events**

- Plan and execute our annual community-building awards ceremony which raises approximately 15% of the organizations' budgets.
  - Hire and supervise event consultants.
  - Recruit and staff the volunteer planning committee.
  - Oversee the development of all print and online materials.
  - Oversee a participatory process for the selection of awardees, host committee recruitment and ticket sales, the program, and the venue.

### **Institutional Funders**

- Organize the stewardship of institutional funding partners with the leadership teams.

- Support the development associate to conduct research on new prospective foundations and prepare profiles.
- Work with the staff and board to cultivate additional prospective foundation partners.
- Collaborate with leadership to identify areas where special funding is needed, and ensure follow-through when program restricted funds are raised.
- Oversee development associate to manage grant proposal and reporting deadlines and to keep team on-track to meet them.
- Participate in writing, and finalize all letters of inquiry, concept papers, proposals, and report submissions for new grants and grant renewals.
- Support development associate and operations management to ensure high-quality grants tracking and accurate allocation of funding.

**Qualifications:**

- Minimum of 5+ years of relevant or transferable professional experience.
- Strong commitment to and passion for the missions of JFREJ and TJV.
- Outstanding management and team leadership skills.
- Demonstrated ability to prioritize, delegate, and manage multiple priorities at once.
- Demonstrated ability to develop, foster, and sustain relationships.
- Demonstrated success in donor cultivation and bold asks.
- Track record training and supporting others to ask for money and of cultivating a culture of grassroots fundraising.
- Outstanding verbal, written, and interpersonal communication skills.
- Comfort and experience with donor databases.
- Comfort and experience with digital technologies.
- Strong time management, project management, and planning skills.
- Significant experience in many, if not all of the following areas: major gifts, special events, foundations, membership campaigns, online and/or digital fundraising.
- Familiarity and comfort with the differences in c3 and c4 fundraising.
- Ability to work occasional evenings and weekends to staff events and committees.

**Desired qualities:**

- Compelling storyteller with the ability to articulate the importance of our work to prospective and current donors.
- Dedication to working inclusively across differences and collaboratively across teams.
- Track record of working successfully with volunteers and non-staff leadership.
- Knowledge of and/or experience in the organized Jewish community.
- Energized by working in a fast-paced, growing organization.
- Sense of humor.

**Location:** New York City

**Start Date:** May 2020

**Salary and Benefits:** \$70,000-\$80,000 per year depending on experience, with full benefits package and generous personnel policies.

**How to Apply**

Please send your resume and cover letter to [hire@jfrej.org](mailto:hire@jfrej.org). We encourage you to apply soon. Applications will be reviewed on a rolling basis until the position is filled.

JFREJ and TJV are Equal Opportunity Employers. Sephardic and Mizrahi Jews, people of color, women, people with disabilities, immigrants, LGBTQIA+, and people who live or have lived in poverty are strongly encouraged to apply.