

JOB DESCRIPTION:

Chief Development Officer



ABOUT:

JewishColumbus has the unique ability to harness collective knowledge and resources to effectively and holistically meet the various needs of our diverse Jewish community in Columbus, Israel and around the world. We are the community convener. We respond to crisis and ensure a strong future for the Columbus Jewish community through robust and trusting partnerships with local Jewish agencies and synagogues. We are innovative. We are inclusive. We challenge the status quo and strive to be at the forefront of trends within the Jewish and non-profit communities. Work for an organization where your time and talent will be valued, and your voice will be heard. For more information, visit our website at www.jewishcolumbus.org.

THE ROLE:

Reporting directly to the President and interim CEO of JewishColumbus, the Chief Development Officer (CDO) will serve as a key member of the Leadership Team, and will provide the leadership, management, and oversight necessary to lead JewishColumbus' overall fundraising strategy development and execution, expand its network of potential donors, and increase support from individual and corporate contributors.

As a member of the Leadership Team, the CDO will participate in decision-making processes necessary for the successful attainment of JewishColumbus' mission. The ideal candidate will effectively manage a variety of duties in a fast-paced environment with enthusiasm, accuracy and efficiency. This role requires a candidate who is proactive and strategic in their approach to problem solving.

Candidates must be creative, nimble and capable of working collaboratively across the organization.

JewishColumbus seeks an outstanding leader with high emotional intelligence, strong management skills and a proven track record of soliciting major and planned gifts, who will strategically guide and build upon the current fundraising program. The CDO will provide the vision, leadership, strategic direction, management and coordination for the development team to maximize fundraising opportunities that both build on existing efforts and grow the organization's capacity.

REPORTS TO:

President & interim Chief Executive Officer

SPAN OF CONTROL:

Oversee a team of 8-12 professionals including between 3-5 direct reports

RESPONSIBILITIES:

LEADERSHIP RESPONSIBILITIES:

- Strategic oversight of Development team, with a focus on building a cohesive, collaborative environment and creating opportunities for professional development
- Partner closely with cross-functional team members including Operations, Finance, Community Impact, Marketing and Planned Giving

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- Work with the Development team to build strong relationships and trust with their peers at all levels of the organization
 - As a part of JewishColumbus' Leadership Team, lead and/or partner on organization-wide strategic initiatives
 - In partnership with lay leadership, serve as a trusted advisor to the JewishColumbus Board of Trustees, Foundation Board and several committees

COMMITTEE RESPONSIBILITIES:

- FRD Committee

STRATEGY

- Develop a strategic, comprehensive total financial resource development plan and assist in its implementation and evaluation of impact on an ongoing basis
- Cultivate prospects, steward major donors in collaboration with the CEO and the Board of Trustees
- Design innovative development strategies to grow JewishColumbus' base of donors and support, utilizing a variety of fundraising techniques
- Create and implement plan to research, identify, and cultivate potential new individual and corporate funders
- Responsible for creating and managing development budget.
- Create strategy for Donor societies
- Work with Planning Director to create a comprehensive menu of supplemental giving opportunities

MANAGEMENT

- Manage the day-to-day operations of the development function and development staff, ensuring a high level of quality, efficiency, and professionalism
- Maintain close communication with CEO, COO and CFO regarding fundraising strategies and progress towards goals; report monthly to the Board of Trustees
- Lead the Development and Marketing Teams to expand current fundraising activities
- Establish and implement a plan to track fiscal year fundraising metrics including personal visits and contacts, stewardship activities, solicitations, proposed gifts, grants and prospect qualification and identification
- Create and submit monthly reports as required to CEO and Board of Trustees that accurately reflect caseload activity and performance in alignment with objectives and key results (OKRs)
- Provide mentoring and leadership to development staff to accomplish strategic goals
- Monitors the department's work in providing statistical reports on an ongoing basis for the CEO and Board as well as their work in conducting appropriate research for individual, corporate and foundation prospects while always measuring progress toward goals
- Oversees work with the Marketing and Communications staff to realize the organization's development goals in order to raise its visibility with key stakeholders and the broader community

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STEWARDSHIP & CULTIVATION

- Manage a portfolio of primary prospects and key fundraising prospect activities and prepares CEO and Board for visits to attractive prospects
- Implement an effective donor relationship management program
- Assist JewishColumbus Leadership and high-level ambassadors with the cultivation and solicitation of key prospects. Provide written materials and oral briefings and accompany them on prospect visits, as appropriate
- Work with the Senior Foundation Director on fund holder stewardships and communication
- Reflects optimistic and positive attitude, and conveys sensitivity to the needs of donors

QUALIFICATIONS:

Seeking individual with a diverse range of experience who enjoys managing complex situations and has the initiative, skills, and sensitivity needed to manage organizational change and create systems that increase organizational efficiency while supporting our culture and values.

- Minimum Bachelor's degree required, Master's degree preferred
- Successful record of at least 10 years in the development field and experience in not-for-profit organizations; experience with Jewish institutions preferred
- High degree of initiative and resourcefulness, with the ability to perform under pressure in a fast-paced office environment
- Superior oral and written communication skills to express the mission and fundraising goals of JewishColumbus with clarity, passion, and persuasion; ability to present in writing and orally, the credible and compelling JewishColumbus story to external and internal constituencies
- Flexible and adaptable to take on new responsibilities within a growing program
- Knowledge of and experience in planned giving required
- Proven interpersonal skills to work effectively with JewishColumbus senior leadership, donors, prospects and volunteers
- Ability to maintain the highest level of confidentiality and develop strong, collaborative working relationships with colleagues
- Entrepreneurial spirit with a take charge, self-starting attitude
- Strategic thinker cultivating a growth-oriented environment
- Proven track record as a data driven visionary that is also willing and capable of dealing with day-to-day fundraising and management issues
- Strong proficiency with Microsoft Office Suite
- Positive and solution-oriented attitude
- Demonstrates integrity and customer service focused behavior
- Ability to interact with high-level/major donors
- Strong organizational skills, effective multi-tasker, and ability to meet deadlines
- Strong analytic and project management skills, attention to detail
- Demonstrated experience organizing and executing multiple time-sensitive projects and ability to build consensus
- Ability to lead, motivate, and organize a development team

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- Can inspire others – is creative, diplomatic, entrepreneurial; Experience with a donor management database system
 - Capable of building trust and working in partnership staff to achieve results
 - Proven implementer of annual and long-term strategic development plans

SALARY RANGE:

The base salary range is between \$165,000 – \$175,000. Staff are eligible for consideration of merit based pay increases in July of each year.

JewishColumbus offers generous vacation time as well as paid time off for Jewish holidays as well as many national holidays. There is a significant employer contribution towards healthcare premiums for both the PPO and High Deductible Health Plans. JewishColumbus provides an annual \$500 Health Savings Account (HSA) contribution for those participating in the HDHP health plan.

Pre-tax contributions towards a Dependent Care Account (DCA) are available.

Paid Family and Parental Leave is available.

We also offer a hybrid work schedule.

JewishColumbus is an equal opportunity employer.

JewishColumbus celebrates and welcomes people of all identities and backgrounds. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, age, national origin, disability, veteran status, or other applicable legally protected characteristics.

APPLY:

Please submit resume to talent@jewishcolumbus.org

JEWISH COMMUNITY NONPROFIT APPLICANTS:

JewishColumbus is committed to supporting local Jewish organizations and to identifying the best talent for the community. If a current Jewish community nonprofit employee is hired for this role, we will work with their current employer to ensure an appropriate timeline and communications strategy. We welcome initial confidential inquiries to learn more about the role; however, current Jewish community nonprofit employees who move to a finalist round of interviews will be asked to communicate with their current employer about their candidacy.