



JOB DESCRIPTION

POSITION TITLE: Development Manager
Men's Division / Society of Professionals

COMPANY NAME: United Jewish Federation of Tidewater (UJFT)

REPORTS TO: Executive Vice President

CLASSIFICATION: Full-Time – Executive

POSITION SUMMARY:

Works with the Executive Vice President, and other appropriate development staff, to establish fund development plans and goals for the men's division of the UJFT Annual Campaign and the UJFT Society of Professionals affinity group, as well as coordinating specific Men's Campaign and/or Society of Professionals activities. Implements and evaluates plans, works with marketing and other departments in support of development goals, solicits campaign and sponsorship pledges, organizes special campaigns and events as needed, evaluates campaign outcomes and prepares reports.

KEY AREAS OF RESPONSIBILITIES:

- Responsible for collaborating with lay volunteers, analyzing data, trends, and other vital information in developing annual and multi-year campaign plans for the men's division, as well as planning for the activities of the society of professionals.
- Direct, plans and executes men's campaign and society of professional activities, which may include but are not limited to training, outreach, engagement, cultivation, solicitation and stewardship opportunities for both the men's campaign and society of professionals in cooperation with other development staff and other departments of the UJFT.
- Implements and evaluates plans that outline specific goals and objectives for campaign and society of professional's effectiveness.
- Works with lay volunteers on development activities and coordinates lay volunteers, task forces and committees related to the design and implementation of men's campaign plans and the society of professionals.
- Solicits donors and facilitate activities, to include personal face-to-face solicitations of donors either jointly with a layperson, with other staff or individually.
- Monitors donor and society member trends and participation
- Works closely with other development and UJFT staff in order to accomplish both departmental and organizational goals.

ESSENTIAL SKILLS

- Self- Motivated and goal oriented.
- Excellent analytic, organizational, interpersonal and communication skills
- Strong team building, planning and leadership skills
- Capable of handling multiple tasks and working independently
- Ability to make presentations to a diverse audience using visual aids, slide shows, and other media
- Grant writing experience, helpful
- Public relations, fundraising and/or special event experience

- Detail oriented, good computer skills, working knowledge of donations software, MS Office and basic desktop publishing
- Developmental skills to compose simple business and donor acknowledgement letters; ability to carefully proofread and correct misspelled words and erroneous grammar.
- Ability to establish and maintain positive relationships within and outside the agency in a professional manner, with regards to both donors and clients
- An understanding of and compatibility with Jewish values and traditions
- Compliance with agency policies regarding confidentiality and ethics

QUALIFICATIONS

- A Bachelors' degree from an accredited institution.
- 3-5 years of progressive successful fundraising experience in a non-profit or corporate setting
- Collaborates with EVP on the hiring and training of support staff.
- Strong familiarity with Jewish communal fundraising preferred.
- Knowledge and appreciation of Jewish values and culture
- Excellent written and verbal communication skills along with strong inter-personal relationships and analytical skills.
- Willingness to work evenings, weekends and to perform other related duties as assigned.

The duties outlined in this job description are meant to be representative, but not all inclusive, assigned to this job. These duties may be amended at the discretion of the Executive Vice President.

Submit resume with salary requirement to: resumes@ujft.org

The United Jewish Federation of Tidewater (UJFT) is firmly committed to a policy of equal employment opportunity for all qualified persons without regard to race, color, religion, national origin, age, gender, sexual orientation, genetic information, non-disqualifying disability or military status.