



United Jewish Federation
OF TIDEWATER

Title: Director, Women's Philanthropy & Affinities
Reports to: Chief Development Officer
Status: Full Time, Exempt

About the United Jewish Federation of Tidewater

The United Jewish Federation of Tidewater (UJFT) provides critical funding to Jewish agencies, institutions, and programs locally and around the world through its Annual Campaign. With the support of donors and volunteers, the Federation builds and fosters a vibrant and engaging Jewish community. Through its beneficiary agencies, the Federation provides support for Jews in need wherever that need may be, Jewish education for children, teens, and adults, care for Jewish elderly and those with special needs, and support for Israel.

The United Jewish Federation of Tidewater is seeking a creative, articulate, and well-organized individual to work within Women's Division and other targeted (small affinity) areas of the general Campaign. The primary role is to engage new donors, cultivate relationships, and solicit donations to advance Federation's mission.

The Director, Women's Philanthropy & Affinities will organize and facilitate the activities of Women's Philanthropy Committee, which can include lay leadership development and succession planning; women's ratings and assignments; outreach to new donors; stewardship of existing donors; and serving in a key senior professional role on the development team.

Essential Duties and Responsibilities:

Women's Philanthropy

- Develop and implement fundraising plans and solicitation activities to achieve goals for increasing dollars and donors across donor categories and constituent groups.
- Collaborate with professional and lay partners on initiatives to encourage current and prospective donors to make gift increases and new commitments, inspired by a robust donor cultivation and recognition program.
- Design the vision and collaborate with the Marketing Department to develop and execute the annual women's events, parlor meetings, Lion of Judah conferences, etc.
- Participate in all Women's Philanthropy Committee meetings including collaborating with the Chief Development Officer on reports needed to inform and support lay leadership.
- Staff and manage select lay committees and Working Groups as part of the Women's Division.

Federation's Annual Campaign

- Similar to the above, create strategies and manage solicitation activities for an assigned portfolio of current and prospective donors in the Tidewater area.
- Solicit assignments
- Manage, prospect research, and engagement, future leaders

- Achieve specific goals for legacy conversations with appropriate donors in your portfolio, making the case that a bequest, endowment or other form of perpetual gift is accessible to donors at all giving levels.
- Other duties as assigned.

Affinity Groups

- Design year-long program for Society of Professionals in Tidewater which includes opportunities for engagement, professional enrichment, education, and socialization.
- Work with and/or develop committee to steer the programming and recruit fellow members
- Evaluate the need, and facilitate any implementation of additional affinity groups
- Develop value adds for members (ex. Professional Directory which is available on Federation website and in hard copy format to be included in welcome bags for families moving to the community)
- Other related tasks.

Qualifications and Success Factors:

- Bachelor's degree required with (3) three or more years' experience in fundraising or equivalent combination of relevant education, experience and skills required.
- Excellent customer service skills required.
- Experience in volunteer management.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, and Teams), Zoom and basic database management skills required. (Proficiency in Power BI and Abila Millennium products a PLUS).
- Strong written and verbal communication skills.
- Strong interpersonal skills and ability to develop excellent relationships with internal and external colleagues and stakeholders.
- Ability to multitask, prioritize, and meet deadlines.
- Ability to promote the mission of the Federation.
- Ability to work in partnership with other Federation departments and ensure collaboration of all involved.
- Self-starter who can work independently as well as with senior leaders, volunteers, and other members of the team.
- Comfortable with donor solicitation.
- Must maintain a valid driver's license.
- Must be able to work off-shift hours including nights and weekends, as needed.

The duties outlined in this job description are to be representative, but not all-inclusive, assigned to this job. These duties may be amended at the discretion of the Chief Development Officer or EVP/CEO.

Qualified candidates may inquire and apply by submitting cover letter, resume and salary requirements to resumes@ujft.org.

Review of applications and resumes will begin immediately, and continue until the position is filled.