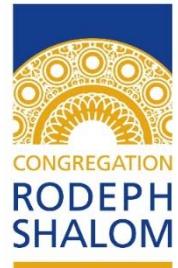


Job Description – December 2019

Job Title: Philanthropy (Development) Director
Reports to: Executive Director (ED)
Hours: Full-Time



Our organization:

Congregation Rodeph Shalom (RS) is a vibrant Reform community in center city Philadelphia. It has grown to become the largest Jewish congregation in the region. It is a fast-paced, mission-driven workplace, and welcomes employees who strive for excellence.

Our vision: immersed in Jewish time, guided by enduring values, compelled to moral action; we create profound connections. Through this lens, the Philanthropy Director will ensure that all philanthropic efforts are in alignment, thus helping RS to realize its full potential as a sacred community.

Position Summary:

We are searching for a Philanthropy (Development) Director whose primary responsibilities will be to organize and support ongoing philanthropic efforts. Significant components of the development programs include, but are not limited to, an endowment campaign, annual fundraising events, and donor cultivation, stewardship, and recognition – all as described below.

This position reports to the Executive Director and is full time. Preference will be given to candidates with extensive experience raising money for a small but sophisticated nonprofit. Individuals applying must have a deep understanding of how to organize a successful fundraising operation, support a campaign, and plan and execute fundraising events.

This individual will build upon a successful history of creating and cultivating relationships and will engage with the relational model of synagogue life embraced by RS. The individual will cultivate relationships and create a portfolio and pipeline of existing and potential benefactors, and, over time, using moves management, will solicit and close major and planned gifts.

This individual must be an experienced fundraising professional who is detail oriented, extremely organized, a team player, possess a high energy level and is able to attend weekend and evening events. It is essential this individual has experience with fundraising donor database software, budget and mathematical proficiency, proven ability to initiate ideas and follow through on tasks, be an excellent communicator, and possess the interpersonal skills to work well with strong volunteers and staff leaders. A candidate with prior development experience in the Jewish community, particularly in this geographic area, is preferred.

Specific Responsibilities

- Set annual philanthropic goals, in collaboration with the Executive Director.
- Plan and execute all fundraising programs. This includes annual philanthropy-related events:
 - Fund-raising events requiring coordination with and motivation of congregant volunteers
 - Volunteer cultivation events
 - Gratitude events for donors
- In partnership with a fund raising consultant and the ED, support the successful execution of an endowment campaign.
 - Maximize donations in the form of permanent endowment funds, including lifetime gifts as well as bequests in wills and trusts.

- Prospect research/identification: conduct meetings to gather additional information about a prospect and consolidate with information already available.
- Create philanthropy materials, increasing awareness and engagement with philanthropy, as well as to acknowledge donors, working with the Communication Manager.
- Create fundraising budget.
- Cultivate personal relationships with existing and potential benefactors developing a portfolio and pipeline of donors using a moves management system.
- Attend community events, lunch dates, appointments outside the temple, and other social opportunities to meet personally with donors in order to develop individual relationships.
- Develop and implement a systematic approach to fundraising that capitalizes on the existing relationships among clergy, lay leadership, senior staff and the donor base.
- Motivate and collaborate with key volunteer and staff leadership on fundraising efforts and coordinate necessary training.
- Ensure that all donations are appropriately documented, substantiated, recognized and that donors are thanked promptly and in an appropriate manner.
- Solicit and close major and planned gifts.
- Lead and manage the annual high holy day appeal.
- Maintain a donor database including appropriate data and reports to support fundraising efforts. Input philanthropy-related data into SF.
- Demonstrate a “can do” approach and embrace a wide scope of responsibilities including goal implementation.
- In coordination with the ED, develop metrics to measure performance of this position and the overall development program.

Specific qualifications

In addition to the skills listed above:

- Bachelor’s degree.
- At least five years prior fundraising experience.
- Knowledge of the local Jewish community.
- Strong proficiency in Microsoft Office products (Outlook, Word, PowerPoint and Excel).
- Familiarity with Salesforce is desirable.
- Excellent communication skills, including writing and speaking
- Ability to work cooperatively and independently
- Strong organizational skills
- Professional yet warm and friendly
- An enthusiastic attitude for positive interaction with members

Salary is commensurate with relevant work experience.

If you are interested in applying for this position, please send your resume and cover letter via email to Michael Valoris, Search Chairperson at PD@rodephshalom.org. Congregation Rodeph Shalom is an Equal Opportunity Employer and will not take into consideration the race, gender, age, ethnicity, religion, disability, sexual orientation, (or any other protected class) of any applicant for this position. For more information, visit our website at www.rodephshalom.org.