



Position Title: Assistant Director of Development – Individual Giving

Reports to: Director of Development

Location: Tenafly, NJ

Position Type: Full-time

Salary: \$80 - \$85,000

The Organization:

Deeply rooted in Jewish values and tradition, the Kaplen JCC on the Palisades is a vibrant home for Jewish people that welcomes all and cultivates the social, intellectual, physical, and spiritual wellbeing of the entire community.

The Opportunity:

The Kaplen JCC on the Palisades seeks an experienced fundraising professional to join our Development Team. **The Assistant Director of Development – Individual Giving** is responsible for development, implementation and assessment of a robust, integrated annual giving program that supports the Kaplen JCC on the Palisades' mission, with an emphasis on engagement for annual donors ranging from \$1,800 to \$100,000. The candidate will work closely with the CEO, lay leadership, and the Director of Development to maximize donor engagement as well as to bring in new donors to the JCC.

An ideal candidate is an excellent project manager, has a passion for making an impact and leading, and thrives in a team-oriented environment. This role presents a unique opportunity to raise critical funds for a full continuum of community programs including early childhood education, the arts, Jewish culture, and senior services. Under the guidance of the CEO and Director of Development, the individual who takes on this role will have the opportunity to contribute to the strategy and growth of a thriving institution that has served as an important part of the community for nearly seventy-five years.

Responsibilities:

Plan and execute the day-to-day operations of the annual giving program to meet revenue goals, with stewardship, cultivation and solicitation touchpoints that include reminders, materials, and draft communications, as well as assisting with briefings, appointment scheduling and call reports.

Develop special engagement opportunities that move donors to higher levels of annual giving, supporting the growth of a major gifts pipeline.

Recruit, engage, and manage volunteers and provides them with leadership and direction in support of the cultivation and solicitation of major donors and prospects; coordinate volunteers' activities to ensure their integration into the organization's mission.

Support the CEO and the Director of Development with timely updates, collateral, and other stewardship pieces for their respective portfolios.

Consistently document key conversations and other pertinent donor information in Salesforce, ensure gifts are input and properly acknowledged, generating donor analysis reports for all lines of annual

giving; utilize data and metrics to benchmark efforts, inform strategic and tactical decision-making, and identify broad-based solicitation opportunities.

Requirements:

Experience working in a not-for-profit development office with proven success in donor solicitation and giving.

Highly organized and detail oriented with the ability to meet deadlines, work on multiple projects, and interact with lay leaders, committee members, and staff at all levels.

Excellent communication and interpersonal skills.

Excellent judgment and strong decision-making abilities.

Excellent organizational and computer skills, including Microsoft Office suite.

Previous experience with Salesforce or other CRM databases preferred.

Flexibility to work evenings and weekends as necessary.

Working at the Kaplen JCC on the Palisades:

This is a full-time position and salary is based on experience.

We offer a workplace that is in the community and of the community. All staff receive the benefit of family membership to the Kaplen JCC as well as discounts on our programs and services, including the Leonard & Syril Rubin Early Childhood Center, Neil Klatskin Summer Camps, and music, art and cultural programs. Our generous paid time off includes all Jewish religious holidays. Health and wellness are an important part of our mission, and staff are encouraged to use our state-of-the-art fitness facilities, take classes together, and support each other in achieving work-life balance.

A key responsibility of our staff is to provide excellent customer service to our members and community. As such, it is important that we be on site to interact with the many people who walk through our doors. Some remote work for this role is possible, but the vast majority of the day-to-day must be at our wonderful facility.

Please send your resume and cover letter to Alyssa Schiffman at aschiffman@jccotp.org. No headhunters or recruitment firms please.

EOE. It is the policy of the Kaplen JCC on the Palisades to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, marital status, national origin, age, handicap, veteran status or status within any other protected group.