



**Position Title: Assistant Director of Development – Communications and Special Events**

**Reports to: Managing Director of Development**

**Location: Tenafly, NJ**

**Position Type: Full-time**

**Salary: \$75,000 - \$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 well-being of the entire community.

**The Opportunity:**

The Kaplen JCC on the Palisades seeks an experienced fundraising professional to join our Development Office as **Assistant Director of Development – Communications and Special Events**. Working closely with internal and external stakeholders, this position is responsible for a centralized philanthropic communications and event strategy that contributes to and supports revenue goals and donor engagement.

An ideal candidate is an excellent project manager 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 Managing 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:**

Support the Managing Director of Development in creating, managing, and implementing a comprehensive philanthropic communications strategy.

Play a pivotal role in the strategy, planning and execution of existing major fundraisers and special events; as well as identifying new opportunities for fundraising, stewardship, and community events.

Collaborate across the development team to ensure appropriate sponsor and donor touchpoints to drive revenue and increased participation.

Provide guidance and direction to the Special Events Manager and oversee all event planning logistics.

Play pivotal role in communication and reporting for leadership, Board of Directors, committee and event chairs and other stakeholders.

**Requirements:**

Demonstrated experience in special events management with a proven record of success in increasing contributed revenue.

Strong interview, storytelling, and writing skills with the ability to develop concise and compelling content and stories.

Highly organized and detail oriented with the ability to meet deadlines while working on multiple projects.

Excellent communication and interpersonal skills.

Excellent judgment and strong decision-making abilities.

High proficiency in Microsoft Office suite.

Previous experience with Salesforce or other CRM databases preferred.

Ability to work special events scheduled in the evenings and on weekends.

**Working at the Kaplen JCC on the Palisades:**

It is rewarding and fun to work at the Kaplen JCC. When you are a member of our team, we celebrate our milestones and accomplishments together and support each other completely in doing this important work.

Our team are valued members of our 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.

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

Please send your resume and cover letter to Alyssa Schiffman at [aschiffman@jccotp.org](mailto: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.