



## KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

[www.jccotp.org](http://www.jccotp.org)

**JOB TITLE: Chief Development Officer**

**SUPERVISOR: Chief Executive Officer**

**STATUS: Full time, 40 hours per week, On-Site**

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC is seeking a professional who is eager to cultivate a strong community of supporters—individuals and organizations who believe in our mission and want to empower the vast operations of the Kaplen JCC. You will be instrumental in securing the resources that directly change lives, enabling us to expand our vital programs and services, and truly enrich the well-being of those we serve.

### KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

### POSITION OVERVIEW

We are seeking a strategic and skilled Chief Development Officer (CDO) who will oversee the organization's goal of generating annual philanthropic revenue of over \$5 million. Reporting to the CEO, and working closely with the leadership team, Board, Development Committee and volunteers, the CDO has direct responsibility overseeing the Development Department to ensure the fundraising strategy is in alignment with the organization's overall goals and objectives. The CDO will ensure that all fund development efforts support building a strong donor base through thoughtful identification of new donors, cultivation and stewardship of donors through all fundraising activities to include major gifts, planned gifts, annual giving,

endowments, corporate/foundation support, capital giving and special events. A successful candidate will be a collaborative and innovative thought leader, with a forward-thinking approach, and will bring the latest proven practices to fundraising efforts of the JCC.

## **RESPONSIBILITIES AND OPPORTUNITIES**

- In partnership with the lay leadership, C-Suite and other department directors, expand on and execute a comprehensive fundraising strategy that drives impactful giving while aligning with the JCC's mission and values
- Foster a culture of philanthropy across the organization by promoting shared ownership of fundraising goals and encouraging cross-department collaboration
- Collaborate with lay leadership and senior management to craft impactful messages for new and expanded donor audiences
- Partner with department leaders and key staff to understand programmatic priorities and funding needs
- Oversee the development department budget; optimize resources to ensure effective execution of fundraising activities.
- Lead a development team of five professionals, cultivating and supporting a culture of collaboration, professional growth, and clarity. Develop clear expectations (processes, systems, metrics, and performance measures) to guide development goals and efforts
- Direct all stages of identification, cultivation, solicitation, recognition, ongoing stewardship, gift processing, and pledge tracking
- Manage a portfolio of donors and cultivate, solicit, and steward a select group of major donors
- Effectively track, quantify, and report on donor data, goals, and outcomes across all departments
- In concert with Board Chair and CEO, co-manage solicitation assignments for Board of Directors
- In concert with the CEO, ensure the board's understanding and commitment to their role in fundraising. Prepare development reports, including plans, accomplishments, and challenges for the CEO ahead of board meetings.

## **QUALIFICATIONS & SPECIALIZED SKILLS**

- 7-10+ years of professional fundraising experience in a leadership role within a social service/community focused organization
- Demonstrated success cultivating and soliciting six and seven figure gifts
- Exceptional written and verbal communication skills, sophisticated interpersonal skills
- Ability to inform, motivate, and inspire colleagues and supporters
- Proven and direct supervisory and management experience, with the ability to provide timely feedback in an appropriate manner
- Proficiency with Microsoft Office Suite and donor management tools, Salesforce experience strongly preferred
- Strong analytical and reporting skills

- Detail-oriented with the ability to prioritize and meet deadlines
- Previous experience working in the Jewish community, strongly preferred
- Passion for the mission of the JCC, and the ability to articulate its unique value proposition
- Bachelor's degree required, CFRE a plus

**SALARY RANGE: \$170,000-\$180,000**

### **BENEFITS**

Full-time: Complimentary JCC family or Individual membership  
employee discounts on all programs, services and events

Generous paid time off, paid floating federal holidays, paid Jewish holidays

Health and dental insurance

403b employer contribution

FSA/HSA options

Life insurance

long-term disability

This job description is not intended to be all-inclusive, and the CDO will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

**To Apply:** Please send cover letter and resume to Shani Waismel-Stein at: [recruiting@jccotp.org](mailto:recruiting@jccotp.org)