



KAPLEN JCC on the Palisades

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

www.jccotp.org

JOB TITLE: Director of Development- Individual Giving

SUPERVISOR: Chief Development Officer

STATUS: Full-time, in-person

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 on the Palisades is seeking a professional candidate with a talent for community engagement and a commitment to advancing our philanthropic goals.

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 an experienced fundraising professional to join our Development Team. **The 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. The candidate will work closely with the Development department, other departments and volunteers to maximize donor engagement as well as to bring in new donors to the JCC.

An ideal candidate is an excellent front-line fundraiser, 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 CDO, 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 more than seventy-five years.

RESPONSIBILITIES AND OPPORTUNITIES

- Plan and execute a comprehensive annual giving program to meet revenue goals by collaborate between the Development and Marketing Departments.
- Manage a portfolio of individual donors and prospects, leading all stages of engagement identification, qualification, cultivation, solicitation and stewardship.
- Develop and implement engagement opportunities that move donors to higher levels of annual giving, supporting the growth of a major gifts pipeline.
- Implement strategies, employing best practices, that increase annual giving with an emphasis on securing monthly and annual recurring gifts, and corporate matches
- Recruit, engage, and manage volunteers providing them with leadership and direction in support of the acquisition and retention of Community Circle members (the Kaplen JCC's largest donor cohort) and other Giving Circle levels.
- Support the CEO and the CDO with timely updates and information, relevant collateral, and other stewardship pieces for their respective portfolios.
- Utilize data and metrics to benchmark efforts and inform strategic and tactical decision-making
- Identify new donor prospects from existing membership base and new networks
- Research and qualify donors and prospects using wealth screening and other tools
- Work with Development and Program colleagues to deliver, manage and track JCC Giving Circle stewardship opportunities
- Partner with the Marketing Department to develop and disseminate fundraising appeals and reports
- Serve as an effective spokesperson and ambassador of the Kaplen JCC to existing and new communities
- Other duties as assigned

QUALIFICATIONS & SPECIALIZED SKILLS

- 4+ years' experience fundraising in a non-profit organization.
- Knowledge of fundraising best practices, including moves management processes.
- Demonstrated experience growing an annual giving program or similar
- Excellent verbal, interpersonal and listening skills; comfortable and confident meeting and calling donors to discuss their giving.
- Strong strategic thinking skills with an ability to use data to make decisions and to translate strategy to action.
- Proven ability to manage multiple projects, meet deadlines, and work collaboratively in a fast-paced environment.
- Superior attention to detail.
- Self-motivated with the ability to work well independently and as part of a team. .

- Proficiency in Microsoft applications and a knowledge of Salesforce NPSP or similar database management systems.
- Available to work evenings and weekends as needed
- A Bachelor's degree or equivalent professional experience is required

SALARY RANGE

\$85,000-\$87,000 - commensurate with experience

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 Director of Development-Individual Giving 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