



### **Development Manager**

Are you deeply and passionately interested in education? Do you believe that every child has the right to be treated with dignity and respect, no matter their learning style? Are you committed to ensuring that the next generation is being taught to value justice, freedom and the individual's right to pursue happiness?

If you answered yes to these questions, and you are an articulate, organized and dedicated person who can persuade others of these convictions, you may have what it takes to become a part of a team of professionals who are building a community organization that ensures the inclusion of children with disabilities in their local Jewish day schools.

Join a team of highly dedicated, skilled and determined professionals to reach out to community organizations, individuals and foundations to gain the means necessary to build this essential program. This is profoundly meaningful work, and you can make a significant impact on the lives of children.

### **Key Areas of Responsibility:**

- Meet with and speak to individuals to seek and secure support for the annual campaign through annual giving and endowment/legacy plans
- Identify, cultivate and steward relationships with individuals who have philanthropic and leadership potential
- Utilize fundraising software to document and maintain profiles of donors and prospects
- Work with campaign leadership and/or committees to ensure ambassadors are well prepared to do outreach on behalf of Sulam.
- Staff, plan and execute campaign-related events, programs

### **Office Management:**

Provide dedicated independent, as well as directed administrative support to Director and fundraising team.

Organize yearly department calendar and project timeline.

Generate varied correspondence to include memos, letters and proposal enquiries

Oversee database management:

- \*Ensure efficiency and integrity of the processes and systems used to manage donor and prospect data.
- \*Ensure that accurate and consistent information is entered in database.
- \*Conduct consistent updates
- \*Process and organize all Development office invoices

### **Fundraising, Engagement Events, Donor Relations and Marketing Support:**

Generate gift reports and produce timely acknowledgement letters for all donations to the school.

Serve as support for all campaigns and events:

- Mid year Match grant
- End of year Gala

Generate assignment lists and manage information flow with directors and gala co-ordinators.

Manage all mailings and e-mails to our constituent database.  
Assist with event planning - creating timelines, checklists, registration lists, name tags, etc.  
Analyze campaign/event success using database and Excel.

**Foundations:**

Keep track of due dates and ensure timely submission of grant proposals.  
Research foundations and opportunities for giving.  
Manage grants process: draft grant proposals and manage internal review /approvals  
Other duties as assigned.

**Requirements and Qualifications:**

Passion and dedication to the mission of Jewish education for all kinds of learners.  
Appreciation for fast-paced environment.  
Sense of humor.  
Some evenings /weekend work required.  
Outstanding interpersonal skills.  
Knowledge and background working in the local nonprofit Jewish community a plus.  
Bachelors degree and 5 plus years experience preferred.  
Ability to establish goals and action plans and to work effectively and collaboratively as part of a team.  
Demonstrated success in project management.  
Strong organization skills  
Detail-oriented.  
Strong self-motivation.  
Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, donors and others while maintaining appropriate confidentiality.  
Exceptional proficiency with MS Word, MS Excel and donor database.  
High level of proficiency with Google applications and Constant Contact.

This is a full-time position. Salary is competitive and commensurate with experience. Candidate will be subject to background check and testing required by law.

To apply please send a cover letter and resume to Lianne Heller at [hellerl@mjha.org](mailto:hellerl@mjha.org)