



## **WHY JOIN JFS?**

For more than 150 years, Jewish Family Services of Western New York has been committed to providing high quality services to all in need in the interest of helping to "repair the world." Our services are guided by the essential connection between mental well-being, physical wellness, and positive self-worth. Our reputation is the result of our exceptional staff. In addition to offering competitive compensation and truly exceptional benefits, we are committed to providing a supportive, inclusive work environment in which all employees are able to contribute their best.

## **OUR VALUES**

**Be a Mensch** – A person who is ethical, decent, and admirable. It's someone who acts with integrity and honor, often showing kindness and consideration towards others. Being called a Mensch is a compliment suggesting that one's character is upright, responsible, and morally sound.

**Be Person-Centered** – Meeting individuals where they are at.

**Be Culturally Responsive** – Creating purpose-built spaces and programs for our clients that respect their culture.

**Be Resolute** – Tenacity, solution-seeking, and getting stuff done.

## **WHAT YOU'LL DO**

The Development Manager is responsible for advancing the JFS' mission by leading fundraising efforts, fostering relationships with donors, and managing development initiatives. The role involves strategic planning, donor engagement, event coordination, and team management to support the agency's programs and services.

### **Key Responsibilities**

#### Fundraising and Donor Relations

- Develop and implement annual fundraising plans to meet revenue goals.
- Cultivate and steward relationships with individual donors, foundations, and corporate partners.
- Create and execute strategies to expand the donor base, including major gifts and planned giving initiatives.

#### Solicitation and Proposal Development:

- Prepare and present proposals to secure major gifts.
- Coordinate the solicitation process, including making direct asks.
- Collaborate with program staff to create compelling proposals and presentations tailored to major donors' interests and giving capacity.

#### Event Planning and Coordination

- Plan and execute fundraising events, including annual gala, donor appreciation events, and community fundraisers.
- Manage event logistics, including venue selection, vendor coordination, and budget management.
- Work with marketing and communications teams to promote events and ensure high attendance.
- Evaluate event success and identify opportunities for improvement and increased revenue.

#### Donor Stewardship and Cultivation

- Develop and implement strategies for donor stewardship, ensuring a high level of donor satisfaction and engagement.
- Build and maintain a portfolio of major donors, ensuring regular and meaningful interaction. Act as the primary point of contact for major donors, providing updates and addressing inquiries. Develop portfolios for VP of Development, CEO, and other senior leadership and board members.
- Arrange and facilitate meetings, site visits, and events to enhance donor engagement.

- Work closely with the communications and marketing team to develop materials that showcase the organization's impact and success stories for donor engagement.
- Regularly communicate with donors to provide updates on the impact of their contributions.
- Monitor donor engagement metrics and adjust strategies to enhance relationships and increase lifetime value.

#### Development Team Leadership and Administration

- Supervise and mentor development staff, fostering a collaborative and goal-oriented environment.
- Collaborate with senior leadership to develop and execute a comprehensive development strategy aligned with the organization's fundraising goals. Set annual targets and monitor progress towards these goals.
- Work closely with the development team, board members, and volunteers to maximize fundraising opportunities. Provide guidance and support to colleagues involved in major gift activities.

#### **WHAT YOU'LL BRING**

- Bachelor's degree in a relevant field (e.g., nonprofit management, communications, business).
- Proven experience in donor cultivation, major gifts fundraising, or related roles within the nonprofit sector.
- Strong interpersonal and relationship-building skills.
- Excellent written and verbal communication skills.
- Ability to work collaboratively with cross-functional teams.
- Familiarity with donor databases and fundraising software.
- Understanding of ethical fundraising practices and donor confidentiality.

This position requires travel between sites and therefore, you must have a reliable vehicle, valid driver's license, and liability insurance in the amount of \$100/\$300K. Also, if hired, you must produce evidence of having received the Covid-19 vaccination.

#### **WHAT WE OFFER**

- Competitive salary range of \$58,500 - \$65,000 per year, commensurate with experience and qualifications.
- Benefits such as health insurance (Independent Health), accrued Paid Time Off (PTO) of 4+ weeks, 401k retirement plan with company match, and 13+ observed holidays.
- Reduced full-time work week of 35 hours and early close on Fridays.
- A supportive and collaborative work environment.
- The chance to make meaningful impact in a dynamic and forward-thinking organization.

The above pay range is a good faith estimate for the position at the time of posting. Final compensation may vary based on factors including, but not limited to, background, knowledge, skills, and abilities.

#### **ARE YOU READY TO JOIN OUR TEAM?**

If this sounds like the opportunity that you've been looking for, please apply today by completing our application located at <https://jfsbuffalo.applicantpro.com/jobsbyorganization/>. Please provide a resume and cover letter along with your application.

Jewish Family Services of Western New York is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.