

**YORK JEWISH COMMUNITY CENTER  
JOB DESCRIPTION**

**Title:** Development Director

**Supervisor:** Chief Executive Officer

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Overview:** Responsible for the management and implementation of all activities relating to fundraising, donor management, marketing, and events to support the York JCC's operating budget.

**Qualifications:**

- Bachelor's degree or equivalent work experience required.
- Five or more years in a senior management position, or like experience with demonstrated positive operational results.
- Fundraising and event planning experience in establishing and managing sponsors and donors is strongly desired.
- Several years of professional experience in a nonprofit organization; demonstrated success in a development function preferred.
- Experience developing and cultivating corporate and foundation relationships.
- Strong organizational and time management skills with exceptional attention to detail.
- Strong interpersonal skills with ability to communicate diplomatically and effectively with volunteers, donors and staff.
- Excellent verbal and writing skills with demonstrated success in grant and proposal writing.
- A professional and resourceful style with the ability to work independently and as a team player.
- Proficient computer and software knowledge (Microsoft Word, Excel, etc.), including development database applications.

**General Responsibilities:**

- Leverage the time of the CEO and take the lead on managing or supporting all donor relationships and stewardship, including grant writing, the generation of proposals and reports, tracking, database management, and prospect research and cultivation.
- Serve as lead staff position in the research, development, implementation and review of a thorough fund raising program including annual and other fundraising campaigns, grant writing and programs to promote the charitable purpose of the York JCC.
- Develop, implement and evaluate an annual plan for community support including emphasis on understanding the JCC's charitable purpose through the following but not limited to:
  - Grant research and writing
  - Corporate sponsorships and support
  - Annual Campaign
  - Year-end giving
  - Planned giving
  - Endowment development and growth
  - Special events
- Provide staff support to the Fund Development Committee and lead efforts to involve, educate and motivate Board members in the JCC's fundraising and solicitation efforts.
- Cultivate, manage, steward, and track relationships with all donors and prospects including individuals, corporations, foundations, and government agencies; leverage the CEO's time in cultivating high-potential donors and prospects.
- Work with Department Directors to develop, expand and refine case for support, supporting materials and strategy.
- Identify and follow through on grant and public funding opportunities. Provide the internal coordination of grant spending and reporting.
- Prepare and implement all donor correspondence, proposals, grants, reports, mailings, and acknowledgements required to support ongoing fundraising activities.
- Generate and provide detailed reports about fundraising progress to the CEO on a regular basis.

- Lead team to apply for and secure allocation requests from United Way.
- Identify and work with Fund development committee to develop/implement new and effective fundraising concepts.
- Provide the internal coordination of fundraising tracking and assessment of goal achievement.
- Manage in a fiscally sound manner and work to meet/exceed budget for development department.
- Other duties as assigned.

**Performance Expectations:**

- Understand Jewish traditions and religion.
- Be an integral member of the Management and Leadership Team.
- Attend and participate in JCC Board meetings.
- Attend all meetings and events that support the development's main objectives and responsibilities.
- Attend and participate in staff meetings and trainings, as assigned.
- Positively and actively promote the JCC's mission, membership, programs, events, and charitable purpose to JCC members and the general public.
- Be familiar with the mission and vision statements and Core Values of the York JCC. Model the Core Values while working and communicating with donors, members and staff.
- Protect the confidentiality of records and information about donors, members, and staff, and use discretion when sharing any such information within legal confines.

**Minimum Physical Requirements:**

- Vision
- Must be able to lift at least 30 pounds.

**Work Schedule:**  Part-time, non-exempt     Full-time, Exempt

I have read and understand all the responsibilities listed. Upon signing this form, I accept full responsibility for carrying out all the listed duties.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_