



JOB DESCRIPTION

TITLE: Director, Women's Philanthropy

DEPARTMENT: Campaign

FUNCTION: The Director of Women's Philanthropy is directly responsible for planning, implementing and managing the Women's Philanthropy campaign of the Jewish Federation. The Director of Women's Philanthropy establishes and maintains successful relationships with donors and manages campaign events.

REPORTING TO: Campaign Director

ESSENTIAL JOB FUNCTIONS:

1. Implements tactics to achieve goals set in overall Campaign Plan that directly relates to the Women's Campaign. Establishes quantifiable and measurable goals and related strategies for programmatic, fundraising, volunteer and operational activities.
2. Collaborates with the JWPC Chair and its Board in developing Women's Philanthropy objectives, recruits and trains volunteer lay leaders, coordinates events, generates reports and continually monitors the success of the Women's Philanthropy Division.
3. Oversees all operations related to the Women's Division of the Annual Campaign.
4. Maintains a campaign tracking and reporting system that provides lay and professional leadership with timely and accurate operating information.
5. Identifies, educates and motivates volunteers to actively participate in the Campaign and Women's Philanthropy activities and to provide the necessary bridge between Women's leadership and the Federated system.
6. Plans and implements relevant JWPC Board and committee meetings. Organizes attendance, logistics, agenda and materials preparation, meeting minutes and follow-up items, ensuring timely delivery and accuracy.
7. Provides leadership to volunteers with regard to governance, planning and implementation skills.
8. Works in partnership with the campaign and other departments of the Federation to ensure collaboration and synergy of campaign and outreach programs.
9. Directs new gift efforts to expand the number of annual donors to the campaign.
10. Works with divisional leadership to develop year-round program of campaign, educational and recognition activities.
11. Engages in community activities and serves as a leadership role model for women in the community.
12. Cultivates and stewards donor prospects and carries a personal portfolio of donors.
13. Maintains effective communication with national system and other non-profits regarding trends in Women's Philanthropy.
14. Assists with budget preparation and monitoring for Women's Philanthropy.
15. Participates actively as a member of the campaign team.

16. Actively participates in campaign events, phone-a-thons, and other associated Federation events and activities.
17. Assists Campaign Director and/or Chief Development Officer as required.
18. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree.

Experience: A minimum of 5 years' experience in financial resource development including donor development and major gift solicitation, preferably in the Federation system.

Other Requirements:

- Excellent communication skills in person, on the phone and in writing.
- Proficiency in all Microsoft Office products and Raiser's Edge database.
- Ability to organize, monitor, and track numerous ongoing and one-time activities, events and projects.
- Strong interpersonal relationship skills including the ability to meet, greet and educate people with confidence and poise.
- Ability to logically solve problems with minimal supervision.
- Demonstrated ability to take initiative, work independently and be detail oriented.
- Comfortable with change and working in unknown situations.
- Discretion handling and communicating sensitive information.
- Ability to multi-task in a fast-paced environment and handle stress.
- Willingness to work under pressure in a dynamic environment.
- A positive attitude and willingness to do whatever it takes to get the job done.
- Sensitivity to Jewish culture and traditions.