

## **Associate Director of Development, Annual Giving**

The Associate Director of Development, Annual Giving, is an integral part of the JFS Development team. This position is an exciting key role that focuses on increasing the donor base fund-raising gifts in the range of \$1,000 - \$5,000. Prospect and donor research, in-person meetings, and active donor stewardship will be key roles of this position. Will work closely with the Chief Development Officer to tailor appeals and philanthropic messages and increase personalized approaches to new and ongoing key constituents. The Associate Director will collaborate with the team in the creation and implementation of all annual appeals, campaigns and cultivation events. Will serve as the staff liaison in the Life & Legacy planned giving program. Provides logistics support for fundraising and stewardship events.

Jewish Family Service (JFS) believes in strengthening the community by providing vital services to people in need. Every day, JFS helps people overcome life's challenges to live fuller, more meaningful lives. Founded in 1872, JFS is a nonsectarian, nonprofit human services agency serving metro Denver and Boulder. JFS helps seniors live independently at home, provides quality mental health counseling, offers training and job placement to those with barriers to employment, and provides food and financial aid to people in crisis. Every year the agency benefits nearly 20,000 people of all ages, faiths, and incomes. JFS is very proud of our positive work culture. Our employees enjoy competitive pay and benefits, including a generous leave and holiday program. More information about JFS is available at: [www.jewishfamilyservice.org](http://www.jewishfamilyservice.org)

### **Education/Experience:**

Bachelor's Degree in business or related field, preferred. Three to five years' experience in development, fundraising, annual giving or comparable experience. Understanding and interpreting trends in individual giving is key. Able to work independently as well as a team member. Proficient in development software; excellent communication skills and strong attention to detail.

To Apply: Submit resume and cover letter with salary requirement to:

Jean M Marshall, Human Resources Director  
[hr@jewishfamilyservice.org](mailto:hr@jewishfamilyservice.org)