

Jewish Family Service, Utah

Offices in Salt Lake City and Park City

Position Title: Development Director
Reports to: Executive Director

This is a full-time position that will work closely with the Executive Director and nonprofit board to create and implement development/fundraising strategies and provide progress reports throughout the year. In addition, this position manages development staff activities, including the grant submission process, marketing, donor communications, and events.

Requirements:

Must have a clear understanding of the Jewish Family Service of Utah mission and history. Must have a degree in Nonprofit Management, Communications, Development, or related field. Experience with social service agencies is preferred. Excellent computer skills, including Donor base Management Program, Word, Excel, and Publisher. Must have proven verbal and written communications skills, and relationship management experience. Foundation relations and grant writing experience is a plus.

Responsibilities:

- Review existing development plans, and donor tracking; recommend and implement improvements.
- Work with Development Chair and Development and Marketing Assistant to create and manage development plans.
- Responsible for implementing, monitoring, evaluating and reporting on plans.
- Identify prospective individual and corporate donors and develop strategies to cultivate those relationships.
- Work with the Executive Director to establish specific annual goals.
- Make recommendations regarding donor tracking system
- Create, manage, and evaluate donor history, potential and communications.
- Provide staff support to activities for Development, Marketing and Messaging, and Event Planning Committees. Work with Committee Chairs to establish, plan, schedule meetings, notify committee members of meeting time, prepare agenda, and take and distribute minutes.
- Oversee activities and work closely with both the Marketing Assistant and Grant Writer.
- Attend Board meetings when requested.
- Represent Agency at community and non-profit events.
- Perform additional duties as assigned by the Executive Director.

Benefits: JFS is a well-established organization with a superb reputation and a committed donor base. We offer Health Insurance, 401K, all Jewish and Federal holidays, as well as paid sick and vacation time off and a flexible, pleasant working environment. Opportunity for advancement.

