



Development Specialist

Part-time: Hybrid- 21 hours per week

Reports to CEO

Jewish Family Services of Greenwich is looking for a dynamic development specialist for our rapidly growing not-for-profit organization. Please contact Mknee@jfsgreenwich.org for more information.

The Development Specialist is responsible for leading all development activities within JFS of Greenwich. The position develops, implements, and monitors a comprehensive fundraising plan to expand philanthropic support of the organization – including identifying and strengthening relationships with community stakeholders, actively pursuing, and managing corporate and individual leads, foster strong donor and sponsor stewardship. Additionally, this position plans and produces JFS fundraising events in collaboration with Board of Directors Fund Raising Committee.

Duties and Responsibilities

- Design and implement a comprehensive Development Funding Plan annually which maintains the fiscal health of the organization and provides future financial resources for growth and expansion. Including but not limited to corporate major giving, annual appeal development and management, third party events, and internal events.
- Develop strong relationships within the community to foster a positive image such that companies, schools, civic organizations and individuals will make JFS of Greenwich the local charity of choice for funding.
- Act as primary point of contact for funding, donations and fundraising event inquiries.
- Collect, organize, and maintain a complete and accurate database record of donors and funding received. Creates funding targets for board of directors. Established tracking tools and monitors monthly.
- Work collaboratively with fundraising committee, offering management, production and oversight of fundraising events. Including developing and managing production timeline, budget, and evaluation.
- Provide input to marketing committee for promotional and outreach materials.
- Coordinate media events: speak on behalf of organization with media outlets as needed.
- Network at selected community and leadership events.
- Other duties as assigned.

Skills and Knowledge

- Excellent personal, verbal, and written communication skills
- Solid organizational, time management and project management skills required
- Comfortable working with people from diverse backgrounds
- Knowledge of Salsa CRM and Engage is a plus.

Qualifications

- College degree with proven experience as a development professional.
- Development/Fundraising: 3 years (Preferred)

- Knowledge and use of Microsoft Office, including Word and Excel required; Power Point preferred.