



JEWISH FAMILY SERVICE

Jewish Family Service is a 130-year-old non-profit organization providing social services to individuals and families in the Jewish and greater communities of the Puget Sound region. We help people achieve well-being, health and stability. For more information about JFS, please visit www.jfsseattle.org

Jewish Family Service is seeking a **Director of Annual Giving** to join our dynamic Development and Marketing team. This full-time (37.5 hours per week) position is responsible for developing and implementing a comprehensive annual giving campaign for donors who give up to \$5,000 annually. Working collaboratively as part of a strong Development and Marketing team, this role will help leverage the momentum of JFS' robust fundraising efforts and build on the agency's history and strong reputation for improving lives. JFS is a social service agency with an annual budget of over \$16 million and multiple programs to serve the Jewish and greater communities. The Development & Marketing Department is responsible for raising nearly \$7 million annually from over 2,000 donors. The department is also responsible for legacy and endowment giving. This role is hybrid and based out of our Seattle, Capitol Hill location. Please see below for competitive salary and benefit information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement an annual plan of action with strategies, objectives, timelines, and tracking measurements to acquire, renew, and upgrade gifts.
- Collaborating with the team, maximize giving channels for donors in the \$1-\$5,000 range. These channels include direct mail, social media, and email campaigns.
- Manage a portfolio of donors and prospects for qualification, stewardship, cultivation, and solicitation.
- Identify Legacy donor prospects and determine follow up strategies
- Work with the Marketing & Communications team to experiment with donor segmentation strategies.
- Participate in the creation of the annual Report to the Community and other marketing & communications materials.
- Engage Board members and Development & Marketing Committee members in fundraising efforts.
- Work with the Chief Development Officer and the Director of Major Gifts to fill a strong pipeline of donors who are capable of making gifts of \$5,000 or more.
- Work with Elevate, our grant writing firm, to coordinate reports for funders, prepare written proposals, and gather materials needed to secure and report on gifts.
- Supervise Development Coordinator and Development Data Assistant.
- Work closely with Chief Development Officer and other directors to ensure the coordination of all fundraising efforts.
- Report on annual giving progress and represent annual giving issues to the Development and Marketing Team.
- Perform work on weekends and evenings as needed to meet applicable deadlines.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree preferred with a minimum of three years of fundraising or equivalent experience.
- Curiosity about people and ability to form genuine relationships.
- Knowledge of and skill in development best practices.
- Ability to communicate effectively, including excellent writing and speaking skills.
- Strong organizational, time-managements skills and attention to detail.
- A high degree of initiative and ability to work independently combined with participating as part of a high-functioning team.
- Proven track record in successful solicitations.
- Experience supervising and motivating team members is a plus.
- Authentic personal connection to the Jewish community, familiarity with relevant issues of Jewish communal life, and knowledge of the Jewish calendar and lifecycle.
- Must possess strong knowledge of Microsoft Office.
- Previous experience with fundraising databases and specifically Raiser's Edge a plus.

SALARY AND BENEFITS:

- The pay range for this position is \$97,197-\$118,796.
- Jewish Family Service offers a comprehensive benefits package including:
 - 100% employer-paid premiums for employee medical, dental, life insurance, long-term disability, and employee assistance program.
 - 15 annual vacation days increasing to 20 after 2 years, and generous paid sick time.
 - Paid Federal and Jewish holidays.
 - 5% employer contribution to 401k retirement plan (no employee contribution required).
 - Additional benefits include: vision coverage and FSA enrollment.
 - JFS values and provides opportunities for continued growth and learning for all team members.

Please submit both a cover letter and resume

NO PHONE CALLS PLEASE.

EEO/Disabled/Vets