**JOB DESCRIPTION**

**Development Director**

**Reports To:**  Executive Director

**Department:**  Administration

**FLSA Classification:** Full Time, Salary / Exempt

**Pay Rate / Salary:**  Competitive salary in the $52,000-$65,000 range depending on experience. A reduced and/or hybrid schedule will be considered with appropriate adjustments to compensation.

**Date:** 04/10/2024

**Benefits:** Full-time employees enjoy extensive benefits at the Asheville JCC, including: 27+ days of paid holidays and PTO; vision, life, and disability insurance; 401k\*; membership at the JCC’s state of the art aquatics center; FREE childcare\* at the JCC’s 5-star early childhood and school aged programs; and inclusion in a warm and welcoming center that has served the community for over 80 years. Scroll down for full benefits listing and additional information\*.

**Job Summary:**

The Asheville Jewish Community Center (JCC) is seeking a full-time, enthusiastic, self-motivated Development Director with a record of nonprofit fundraising success. Working with the Executive Director, the Development Director will be responsible for developing and coordinating the solicitations, events, and other key strategies that will help grow the JCC’s fundraising efforts. Previous experience in the non-profit community, particularly with another JCC or Jewish non-profit, is preferred.

Responsibilities will include all aspects of non-profit fundraising, ranging from identifying, evaluating, cultivating, and soliciting current and prospective donors; to identifying, overseeing, and managing grant proposals and corporate funding opportunities; to planning the JCC’s calendar of fundraising and donor-appreciation events and other related responsibilities.

The Asheville JCC welcomes staff from diverse backgrounds. Our programs are guided by the mission and vision of the Asheville JCC where we envision a place that provides opportunities for everyone to connect to Jewish life and culture, supports community members through every stage of life, and fosters a sense of belonging. We are driven by Jewish culture and values, which resonate with many who do not identify as Jewish. Community, welcoming, excellence, learning, and repair of the world are the values we live by.

**Principal Responsibilities:**

* Works with the Executive Director to align campaign activities, event goals, and overarching development strategies with larger JCC financial resource development objectives, including planned giving opportunities, marketing materials, and volunteer engagement.
* Establishes and executes solicitation timelines, goals, and strategies for the annual campaign, including managing priorities for the Executive Director and other key stakeholders, generating lists, and developing needed strategies and background information.
* Identifies, cultivates, and solicits a portfolio of approximately 200-250 prospects and donors through meetings, targeted communication, and outreach. Sets specific metrics around increased giving, expanding the pipeline, and securing gifts of $1,000 or more.
* Coordinates grant and corporate funding opportunities with each department and manages an organizational calendar with submission and reporting deadlines. Generates strategies and tactics to incorporate campaign objectives and messaging into annual fundraising events, including integrated annual campaign giving, donor stewardship, donor cultivation, and organizational messaging, as applicable. Works with event vendors and consultants, as well as other relevant JCC team members, to align strategic and logistical execution.
* Plans, facilitates, and attends all Development and event-related committee meetings. Works with appropriate staff to organize attendance, logistics, agenda development, materials preparation, meeting minutes, and follow-up items.
* Helps manage the operations of the department with an eye towards data integrity and application to refining key communications, targeting, and segmentation strategies. Responsible for donor invoices, acknowledgments, and gift processing.
* Promotes a Development culture throughout the organization, identifying opportunities to both raise funds directly as well as imbue every aspect of the JCC with a philanthropic culture mindset. Works internally with colleagues to create opportunities for program partnerships with fundraising goals and messaging.

**Required Skills/Abilities:**

* Excellent interpersonal skills, ability to engage meaningfully with colleagues, volunteers, and potential donors
* Strong verbal and written communication skills
* The ability to establish priorities, set objectives, and achieve stated goals
* A creative, energetic, and highly self-motivated mindset combined with a demonstrated ability to work and thrive on a collaborative team
* Strong organizational skills and attention to detail
* PC literacy with strong competency in all Microsoft Office Suite programs (Word, Excel, and PowerPoint)
* Demonstrated ability to work with and maintain confidential information
* Must be able to work evenings, weekends, and/or irregular hours as necessary to interact with donors and prospects and attend relevant meetings and events

**Qualifications:**

Education:

* Bachelor’s degree from an accredited college or university

Experience:

* 2-5+ years of experience in direct fundraising and/or event planning experience
* Fundraising campaign management experience is desirable

Substitution:

* An equivalent combination of education and experience will be considered.

**Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Benefits include:**

* Free tuition for early childhood/youth programming for the first child, and 50% off for subsequent children.
* Employer paid insurance (after 90 days of service):
	+ Vision
	+ Life Insurance
	+ Short- and long-term disability
* Optional employee-paid insurance:
	+ Dental
	+ Additional Life Insurance
* Retirement 401K (available after 1 year of service)
* 10+ paid holidays
* Two paid “floating holidays” or personal days to be chosen by the employee
* 15+ paid vacation and sick days
* Paid bereavement leave
* Paid weather/emergency related closures
* Free, confidential counseling services through our Employee Assistance Plan
* Ongoing professional development
* Tuition reimbursement for courses at an accredited college or university
* Aquatics membership for employee and their household
* “Learn to Swim” lessons for employee and their household
* Complimentary use of meeting spaces, including the pavilion, aquatics facility, and social hall

**About the Asheville JCC:**

The JCC is Asheville’s Jewish Town Square. At the JCC, all are welcome to share in Jewish traditions, values, and culture. Our JCC has been the home for Jewish life in Western North Carolina since 1940, and today we continue to be a vibrant and diverse community, offering a wide variety of programs for people from all backgrounds, at every stage of life.

**To apply, please send a cover letter and resume to** **hr@jcc-asheville.org****. No phone calls.**