



Development Manager

The Jewish Education Project
New York, NY

Opportunity for Impact

The Jewish Education Project is devoted to ensuring that Jewish education continues to evolve to meet the needs of the Jewish community in our rapidly changing world. We are the force driving bold innovation and transformation in Jewish education to build a thriving Jewish community and future. As a New York-based agency and beneficiary of UJA-Federation of New York, we are expanding our sphere of influence to serve both our New York constituents and an increasingly national audience. We are nationally renowned for offering exceptional professional development, piloting new models, and harnessing digital platforms to serve educators in diverse settings.

Position Overview

The Jewish Education Project seeks a full-time Development Manager to join the Advancement Team to help grow the agency's financial resources and expand our visibility. Reporting to the Chief Advancement Officer (CAO), the Development Manager will collaborate with the board of directors and key senior colleagues to focus on four and five-figure gifts to expand our pool of individual donors. You will be responsible for managing and cultivating relationships with current donors, identifying new prospects, and spearheading our annual Benefit and donor engagement events. The ideal candidate will love building relationships, executing high quality events, and connecting donors to a cause.

Key Responsibilities

Donor Relations and Prospect Management

- Work with CAO, CEO, and other leaders to cultivate and steward donors and volunteers
- Develop strategies for engaging the current donor base including past board members
- Research and identify prospective donors and develop engagement strategies
- Manage the Champions Society, our major donor giving society, directing all programming
- Conduct face-to-face and virtual solicitations, and acknowledge donors through various recognition efforts
- Represent the agency at related events and engagement opportunities
- Track and report development progress with various data and metrics

Event Management and Coordination

- Manage event strategy, preparation, and execution at all advancement-related events, including the annual Benefit and Champions Society events engaging major donors
- Serve as agency's liaison with event vendors, ensuring timeline, logistics and budget goals are met
- Coordinate advance and day-of logistics for each event, including on-site event team management
- Work closely with the Communications and Marketing team to publicize events via print, email, and agency website
- Following each event, design cultivation plans for key prospects in attendance, use data to continuously improve programming, track metrics and suggest data-driven decisions

Who You Are

- Minimum of 3-5 years of experience in a development and/or special events role, and comfort working with donors and volunteers
- A people-person who loves building relationships and connecting donors to philanthropic causes
- A detail-oriented and organized professional able to manage multiple projects and deadlines
- A team player who collaborates well with lay leaders and colleagues
- A confident self-starter who asks questions, anticipates issues, and tackles obstacles
- Strong speaking and writing skills, with ability to communicate persuasively
- Comfort with donor databases and prospect research for donor moves management, experience with Salesforce a plus
- High proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Passion for Jewish education, and a familiarity with the Jewish non-profit landscape
- Flexibility to work occasional evenings

What We Offer

- Salary in the range of \$70,000 - \$90,000 depending upon experience
- Three weeks paid time off in year 1; increasing incrementally on a set schedule
- Comprehensive health insurance
- Paid family leave
- 401k plan
- Commuter benefits
- Early close on Fridays for Shabbat and closed for most Jewish holidays
- Shortened summer hours
- A positive work environment with exposure to great learning opportunities and the chance to work with some of the top professionals in the field of Jewish Education

How to Apply

- Please submit resume and cover letter to careers@JewishEdProject.org. Please include the job title in the email subject line
- The Jewish Education Project is an equal opportunity employer.

Location

Remote until September 2, 2022, then hybrid, 3 days in office (Tuesday, Wednesday and Thursday) at 520 Eighth Avenue, 15th Floor, New York, NY 10018 and 2 days working from home:

The Jewish Education Project aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class. We encourage and support diversity and tolerance in our workplace.