

# **Jewish Family Services of Washtenaw County**

## **JOB DESCRIPTION**

**JOB TITLE:** Chief Development Officer  
**REPORTS TO:** Executive Director  
**APPROVED DATE:** April 2020

**PURPOSE/SCOPE OF RESPONSIBILITY:** Serves as the principle fund development officer and is responsible for the creation, execution and evaluation of a comprehensive philanthropy strategy and operating plan to secure financial resources in support of the agency's mission and financial sustainability. Supervises a team of 7 staff members, overseeing campaigns, planned giving, major gifts, grant management, marketing & events management, business development and other fund development activities.

### **ESSENTIAL DUTIES, RESPONSIBILITIES, & COMPETENCIES**

1. Work with the CEO, staff, and governing board to facilitate short and long-term strategic plans.
2. Identify and address development issues that affect the well-being and efficacy of the organization.
3. Foster a culture of philanthropy and ensure that fund development is executed in keeping with the organization's values, vision, and mission.
4. Participate with the CEO and senior management to plan the organization's fund development course and programs.
5. Manage the operations development function efficiently, and oversee development activities in coordination with staff.
6. Establish a balanced mix of donor sources and fundraising programs to attract and retain donors and fundraising volunteers.
7. Establish performance measures, monitor results, and evaluate the efficacy of the fund development program.
8. Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
9. Help to recruit, train, and motivate fundraising volunteers.
10. Keep abreast of developments in philanthropy and fund development.
11. Enthusiastically and successfully engage in one-on-one solicitation and donor stewardship.
12. Develop and manage a major gifts portfolio of donors with capacity and affinity for the organization in an effort to nurture relationships and, ultimately, secure significant gifts.
13. Develop strategies for and participate in the ongoing moves management (identification, qualification, cultivation, solicitation and stewardship) of individual, foundation and corporate donors.
14. Ensure that philanthropy events provide a donor-centered experience and support philanthropic objectives.
15. Professionally represent JFS to the community as appropriate.
16. Participate in development related committees.

### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Bachelor's degree, Master's preferred in a related field.

- Minimum of five years' experience in a non-profit development position, including a demonstrated track record of securing grant support and individual major gifts.
- Minimum 3 years supervisory experience.
- Proficiency in Microsoft Word, Excel and PowerPoint, Database management experience – DonorPerfect preferred.
- Ability to organize and prioritize work and to work independently with little supervision.

**REQUIRED LANGUAGE SKILLS**

Ability to express oneself in an articulate and effective manner both verbally and in written communication.

**REQUIRED REASONING ABILITY**

Ability to deal with abstract as well as concrete concepts, problematic people and situations.

Ability to define problems, collect data, establish facts and draw valid conclusions.

**The salary range, duties and responsibilities of this position meets the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.**