



## **Jewish Federation of Broward County – Women's Philanthropy Director**

**FLSA:** Non-exempt

**DEPARTMENT:** Jewish Community Foundation

**REPORTS TO:** Vice President, Annual Campaign

**LOCATION:** Davie, Florida

**SALARY:** Commensurate with experience

**PRINCIPAL FUNCTION:** The Director of Women's Philanthropy is responsible for planning, implementing and managing the Women's Philanthropy campaign including the development of goals and objectives, facilitating the expansion of dollars raised, increasing the donor base, enhancing volunteer and leadership engagement, optimizing events and programs and identifying new areas of opportunity.

The Director of Women's Philanthropy establishes and maintains successful relationships with donors and manages select campaign events, and other campaign operations, which may include oversight of additional events, campaign projections, leadership development, outreach activities, and handling additional logistics of the operation of the annual campaign.

The Director will also have supervision responsibilities for a development associate and administrative staff. The Director will have a portfolio of solicitations and donor management assignments.

### **Core Responsibilities:**

- Develops and implements an Annual Women's Campaign Operating Plan that establishes quantifiable and measurable goals and related strategies for programmatic, fundraising, volunteer and operational activities.
- Maintains a campaign tracking and reporting system that provides lay and professional leadership with timely and accurate information.
- Identifies, educates and motivates volunteers to actively participate in the Campaign and Women's Philanthropy activities and to provide the necessary bridge between women's leadership and other Federation activities.
- Works in partnership with the Women's Philanthropy Board Chair to set agenda for all WP programs including: executive board meetings, committee meetings and events.
- Leads Federation effort to grow the Lion of Judah society (\$5,000+ annual gift) and Lion of Judah Endowment Society (\$100,000+ endowment).
- Oversees the implementation of recruitment, logistics, agenda and materials preparation, meeting minutes and follow-up items, ensuring timely delivery and accuracy, for all WP programs.
- Works in partnership with development colleagues and other departments of Federation to support the Financial Resource Development model to maximize fundraising efforts in the annual campaign, planned giving and endowment, supplemental giving, and corporate philanthropy.
- Cultivates and stewards donor prospects and carries a personal portfolio of donors.
- Increases the donor base and fundraising efforts.
- Builds a strong collaboration and partnership with professionals overseeing the North Broward and East initiatives.
- Oversees the WP Emerging Leaders leadership development program through the supervision of the WP Development Associate professional.
- Engages in community activities and serves as a leadership role model for women in the community.
- Maintains effective communication with the national system and other non-profits regarding trends in women's philanthropy.
- Monitors budgets for Women's Philanthropy divisional activities.
- Perform other duties as assigned with or without accommodation.

**QUALIFICATIONS:** Bachelor's degree required; advanced degree preferred. Minimum of 5-7 years of experience in community organizing and/or financial resource development for a Jewish communal or nonprofit agency. Prior supervisory experience preferred. Knowledge of the Jewish customs and traditions preferred. Must have strong interpersonal and analytical, verbal and written communication skills; knowledge and ability to use databases, computer spreadsheets, word processing and other basic programs. Self-starter with strong organizational skills and attention to detail. Ability to multi-task and meet deadlines. Demonstrated ability to work effectively as a leader and as part of a team. Ability to manage confidential information.

**PHYSICAL REQUIREMENTS:** Must be able to lift and carry up to 30 lbs. short distances. Intermittent physical effort required in setting up and breaking down event materials. Must be able to sit / stand extended periods of time. Position requires stamina to work extended day, include early morning, evening and weekend events/meetings in addition to the regular work schedule.

**MENTAL REQUIREMENTS:** Position requires flexibility with the ability to focus on detail while handling multiple tasks and periods of frequent interruptions. Must be able to plan and organize assignments independently, to create and develop research and to present information effectively to groups.

### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

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