



## **Jewish Federation of Broward County - Annual Fund Manager**

### **SUMMARY**

The Jewish Federation of Broward County is seeking an Annual Fund Manager to plan and implement Annual Fund efforts at the \$365 - \$9,999 gift level. Reporting to the Chief Development Officer (CDO), the Annual Fund Manager will develop and implement the annual campaign plan for the \$365 - \$9,999 level and will manage and supervise a team of 3 – 5 professionals. The successful candidate will cultivate and manage donors; design and implement creative and innovative fundraising strategies; recruit, organize and train volunteers; assure adherence to Annual Fund time schedules; create and maintain files of donors and prospects; meet with individuals, to solicit funds for the Federation, and develop detailed knowledge of the Jewish community and philanthropic trends. The successful candidate will be an innovative leader and a team player with a strong sense of purpose, commitment, and personal responsibility to the Jewish Federation.

### **RESPONSIBILITIES**

1. Develop and implement an Annual Fund plan for the \$1 - \$9,999 Gift level:
  - Develop innovative annual fund strategies (i.e. market segmentation, assignment of annual prospects, donor rating and assignments, special programs and speakers).
  - Identify, recruit, motivate, and train campaign ambassadors.
  - Maintain ongoing communication/meetings with Annual Fund Chair(s) and other leadership.
  - Develop succession in Annual Fund leadership.
  - Effectively utilize annual fund data to maximize fundraising success.
  - Work with the Jewish Federations of North America to keep informed of fundraising practices.
  
2. Plan, implement and Supervise Annual Fund activities at the \$1- \$9,999 giving levels:
  - Run the Weekly Huddle Meeting
  - Supervise the Women's Philanthropy Director, the Latin Initiative Director and the Annual Fund Operations Director.
  - Cultivate and enhance relationships with individual donors and strengthen their connection to, and support of, the Jewish Federation of Broward County.
  - Oversee Annual Fund fundraising activities, with a special emphasis on identification, cultivation, solicitation, and management of annual fund donors, focusing on \$365-\$9,999.
  - Build cultivation strategies for new prospects.
  - Refer Major Gifts prospects to the Principal Gifts Team
  - Develop a Federation leadership team to conduct Professional Networks activities.
  - Organize Professional Networks Events and affinity groups to include Networking events as well as the Men's Nite Out annual event, including recruiting event chairs, event planning and execution, recruitment and follow-up.

- Manage the Professional Networks campaign.
- Rate and assign donors at the \$365 - \$9,999 giving levels.
- Identify and personally solicit donors.
- Manage donor follow-up (i.e. Annual Fund pledges and thank you letters).
- Attend Board meetings as needed and make Annual Fund reports.
- Recruit, implement and help plan missions to Israel and other countries.

3. Serve as a part of the Federation professional team:

- Help to develop Annual Fund and marketing collateral with the Marketing Director.
- Work closely with staff to plan and implement Federation events and programs, including the Annual Meeting.

4. General professional staff responsibilities:

- Foster positive professional relationships with Federation and agency colleagues.
- Serve as an ambassador of the Federation.
- Attend weekly staff meetings, community events, conferences, and professional development seminars as needed.

#### QUALIFICATIONS

- Bachelor's degree required, Masters or equivalent in a relevant field preferred.
- 5+ years of relevant fundraising experience.
- Proficiency in using donor databases.
- Proficiency in Windows operating systems and software.
- Excellent written, and verbal communication skills.
- A proven record of success in fundraising, relationship building, event management, donor recruitment and development.
- Effective at forging strong interpersonal alliances at all levels both within and outside the organization.
- Strong management and leadership skills, including the ability to develop a high performing staff.
- Good judgment and the highest level of integrity.
- Able to manage complex and sensitive issues and situations with tact and great skill.
- Knowledge and understanding of Jewish customs, traditions, the Jewish community, and the Federation field.
- Ability to work evenings and Sundays as needed.
- A strong sense of humor.

For more information or to apply, contact Stephenie Whitfield at  
[SWhitfield@JewishBroward.org](mailto:SWhitfield@JewishBroward.org)

### **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:

Facebook.com/StrategicPhilanthropy

Twitter: @StratPhil