Position Title: Regional Gifts Officer (multiple positions)
Department: Institutional Advancement
Location: See below
Position Reports to: Senior Director of Philanthropic Leadership
Position Supported by: National Development Operations team
Effective Date: Immediate
Salary: Commensurate with experience

<table>
<thead>
<tr>
<th>Region</th>
<th>Markets</th>
<th>Position</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Midwest</td>
<td>Primary: Chicago, St. Louis, Cleveland,</td>
<td>Full-time or ½ time Chicago</td>
<td>Remote/Chicago</td>
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<tr>
<td></td>
<td>Secondary: Minneapolis, Pittsburgh, Detroit</td>
<td>½ time other cities</td>
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<tr>
<td>South</td>
<td>Atlanta, South Florida</td>
<td>½ time</td>
<td>Remote/South Florida</td>
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<tr>
<td>Southwest/ Mountain</td>
<td>Primary: Dallas</td>
<td>½ time</td>
<td>Remote/Dallas</td>
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<td></td>
<td>Secondary: Houston, Denver</td>
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<tr>
<td>Pacific Northwest</td>
<td>San Francisco Bay area, Seattle</td>
<td>½ time</td>
<td>Remote/ San Francisco</td>
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About Hebrew Union College-Jewish Institute of Religion

HUC-JIR is the center of innovation for Jewish life and learning – preparing rabbis, cantors, leaders in Jewish education, Jewish nonprofit professionals, pastoral counselors, and scholars to apply their knowledge, commitment, vision, and expertise to strengthen and transform the Jewish community and larger world. We are the premier Jewish seminary in North America and the academic, spiritual, and professional leadership development center of Reform Judaism. Our students and alumni are leading a Jewish renaissance in North America, Israel, and around the globe as leaders in synagogues, schools, Hillels, hospitals, camps, the military, and Jewish organizations worldwide.
With the arrival of our new president Dr. Andrew Rehfeld, HUC-JIR has launched an immediate and significant investment in institutional advancement staff and activities to strengthen philanthropic support for our mission of developing the next generation of Jewish professional leaders and scholars. We are recruiting a team to build our infrastructure, expand our donor base, enhance our stewardship efforts and increase our short-term revenue as we prepare for a major campaign in the next few years.

**Job Summary**

Opportunity for a talented self-starter to continue building the HUC brand in a particular region utilizing the resources of four campuses across the US and in Jerusalem. Reporting to the Senior Director of Philanthropic Leadership, located in New York, and working in collaboration with colleagues on HUC campuses in Los Angeles, Cincinnati, New York and Jerusalem, the Regional Gifts Officer will develop and maintain key donor and alumni relationships; create and implement fundraising and leadership development programs; and increase awareness of HUC-JIR among donors, prospects and the broader community. The RGO will effectively organize events, dinners, other small-scale and intimate gatherings and learning opportunities, and plan outreach by utilizing volunteers, lay, and rabbinic leadership, as well as faculty, staff, and students, to promote and advance philanthropy in the region.

Central to the RGO role will be responsibility for soliciting annual gifts from assigned and in many cases newly qualified donors, providing meaningful touchpoints for philanthropic and leadership engagement with HUC, and developing creative and effective programmatic activities together with fellow gift officers and HUC colleagues.

**Key Responsibilities**

- Develop and grow HUC’s current donor base in the region via pipeline activities – specifically focusing on identifying individuals who could give at least $5,000 annually and could develop into supporters able to give of $100,000 or more.
- Develop and manage a portfolio of prospects to grow to about 100 individuals.
- Participate in all aspects of the gift cycle.
- Initiate contacts to qualify new, potential leadership and major gift donors.
- Develop appropriate cultivation strategies for new and existing donors.
- Solicit gifts of $5,000 and above in support of HUC priorities.
- Develop and maintain effective stewardship, especially of newer donors.
- Regularly qualify new prospects to determine their affinity for the HUC’s mission and propensity to contribute to HUC at the major gift level.
- Successfully complete 12-15 in-person meetings with HUC donors/prospects each month (for full-time position).
- Partner with staff and volunteer leadership as well as local congregations to identify new donors, implement fundraising strategies, implement constituency-building programs and coordinate HUC VIP visits to the region.
- Attend events related to Reform Judaism, Jewish professional leadership development, Israel and other relevant subject matters to network with potential donors and partner organizations, and to represent HUC’s presence in the target communities.
- Utilize the HUC database (Raiser’s Edge) to maintain accurate records of all donor interactions, individuals' programmatic interests, trends in giving, and type of support to solicit.
- Travel at least annually to the East Coast for HUC professional staff institutes
- Local travel throughout the region is required.
**Essential Attributes**

- Proven understanding of effective identification, cultivation, solicitation, and stewardship techniques and strategies.
- Ability to work collaboratively with a wide variety of constituents and inspire team work among office colleagues.
- Willingness to work extended hours when necessary in order to meet deadlines.
- Demonstrated success in solicitations and achieving fundraising targets.
- Attention to detail; high standard for quality and productivity.
- Experience managing special events.
- Exemplary listening, speaking, writing, and editing skills.
- Flexibility and willingness to travel as needed.

**Required Qualifications:**

- At least three years fundraising experience, including direct solicitation of five- and six-figure gifts from individuals;
- Extensive knowledge of philanthropy and familiarity with Jewish philanthropists in the regions;
- Hands-on experience in utilizing donor databases to create and manage prospect lists;
- Excellent written and verbal skills;
- Knowledge of the Reform Jewish community and passion for the mission of HUC-JIR;
- Working knowledge of Moves Management as a fundraising strategy; proficiency in Raiser’s Edge preferred, or demonstrated capacity to learn new data management systems; proficiency in Microsoft Office programs, Google Drive and scheduling software;
- Ability to work in a highly collegial manner within a complex, national and international organizational culture. Experience working with organizations in Israel preferred; and
- Bachelor’s degree.

**Working Conditions of Employment**

These are 100% remote positions. Work (for the full-time position) may on occasion require more than 35 hours per week to perform the essential duties of the position. Part time positions are flexible, with the expectation that you will work 20+ hours per week. Weekend and week night work occasionally. The positions require travel within the region and travel to New York at least once annually.

**Application Procedure**

For immediate consideration, interested candidates should forward their resume and cover letter as a single PDF attachment to: HR@HUC.edu with RGO in the subject line.

Candidates selected for employment are subject to background check.

Hebrew Union College-Jewish Institute of Religion is an Equal Opportunity Employer (EOE), and complies with all applicable laws and regulations regarding equal employment opportunities. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, gender, gender identity and expression, national origin, sexual orientation, disability, or veteran status.