Assistant Director of Development, Western Region
Hebrew Union College - Jewish Institute of Religion
Jack H. Skirball Campus, Los Angeles

Hebrew Union College - Jewish Institute of Religion (HUC-JIR) is the intellectual, academic, spiritual and professional leadership development center of Reform Judaism. Since 1875, and now on four campuses – Cincinnati, Jerusalem, Los Angeles and New York – HUC-JIR educates men and women to serve the Reform movement and the broader Jewish community in North America, Israel and around the world as rabbis, cantors, educators, and Jewish nonprofit managers, and scholars.

The Los Angeles campus, established in 1954, is marked by a culture of creativity and innovation. It offers a School of Rabbinical Studies; the Rhea Hirsch School of Education, which offers degree and certificate programs to prepare classroom teachers and individuals who work with youth and young adults; the School of Jewish Nonprofit Management, which offers multiple dual degrees through an academic partnership with the University of Southern California (USC); as well as the Jerome H. Louchheim School of Judaic Studies, which makes available faculty of the Jack H. Skirball Campus to over 650 USC undergraduates each year.

Many select the Los Angeles campus to take advantage of joint degree programs for rabbi-educators or rabbi/educator/nonprofit executives. The Jack H. Skirball Campus is also the site of the Kalsman Institute on Judaism and Health, which offers a comprehensive program in clinical pastoral education in partnership with local hospitals and aging centers. The Kalsman Institute also conducts research and offers community-based workshops on the intersection of religion and health.

**JOB SUMMARY & PRIMARY RESPONSIBILITIES**

The Western Region Development Office is seeking a talented and experienced fundraiser as Assistant Director of Development to support its programs and initiatives. Reporting to the Western Region Director of Development, the Assistant Director will:

1. Grow Western Region participation in the HUC-JIR Annual Fund;
2. Increase the number of endowed and term scholarships available to Jack H. Skirball Campus students;
3. Generate financial support for academic programs at the Jack H. Skirball Campus, or other programs and needs of HUC-JIR nationally and in Jerusalem; and
4. Identify and develop supporters for HUC-JIR activities in Israel.

To help achieve these primary responsibilities the Assistant Director will collaborate with and staff volunteer leadership to identify and reach new individual and institutional prospects and deepen relationships with current donors. (S)he will sustain donor engagement, including developing and implementing stewardship strategies and events.

The Assistant Director will be responsible for a personal portfolio of $10,000+ major gift prospects and donors.

**ESSENTIAL DUTIES AND SPECIFIC TASKS**

- Grow Western Region participation in the HUC-JIR Annual Fund:
  - Identify, cultivate, and solicit current and prospective donors, as well as reach out to prior donors to regain their support;
- Coordinate regional direct mail and eblast outreach in collaboration with national direct mail and eblast schedules and messaging;
- Collaborate with the Office of Alumni Engagement in soliciting alumni for the Annual Fund; and
- Serve as the lead staff member in organizing and implementing an annual event to raise unrestricted revenue.

- Increase the number of endowed and term scholarships available for Jack H. Skirball Campus students by identifying and soliciting alumni, friends of HUC-JIR, and institutional donors.

- Generate financial support for academic programs at the Jack H. Skirball Campus by working with campus leadership and program directors to identify priorities and opportunities for donor support.

- Develop financial supporters for HUC-JIR activities in Israel by building relationships with individuals, foundations, and organizations that have a special interest in advancing Reform Judaism in Israel.

- Staff meetings of the Jack H. Skirball Campus Board of Overseers and other volunteer leadership and affinity groups that meet periodically.

- Identify stewardship opportunities, manage a stewardship calendar, and prepare reports for donors as needed.

- Support the mission of the Western Region Development Office by collaborating with the Director and Dean or taking on other tasks as needed.

**PREFERRED KNOWLEDGE & EXPERIENCE**

- Bachelor’s degree required, graduate degree preferred.
- A track record of fundraising in a nonprofit organization and in meeting fundraising goals.
- Demonstrated ability to work with, motivate and engage volunteers, adhere to deadlines and manage events.
- Excellent oral and written communication skills.
- Computer literacy (experience with Microsoft Office products) and familiarity with social media.
- Ability to work independently, as well as the flexibility needed to interact with a team and individuals of different backgrounds and experience.
- Positive attitude, high energy, and the ability to engage others.
- Knowledge of the Jewish community and passion for the mission of HUC-JIR.
- Willingness to travel periodically, with some weekend work required.
- Prior experience with gift administration software – Familiarity with Raiser's Edge a plus.

**APPLICATION INSTRUCTIONS**

Interested candidates should submit a cover letter and resume, including salary requirements, to:

Joni Askin  
National Office of Human Resources  
Hebrew Union College - Jewish Institute of Religion  
National Office of Human Resources  
3101 Clifton Avenue  
Cincinnati, OH 45220

E-Mail: jaskin@huc.edu

**NO PHONE INQUIRIES PLEASE**
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<th>Position Title</th>
<th>Assistant Director of Development, Western Region</th>
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<tbody>
<tr>
<td>Department</td>
<td>Institutional Advancement</td>
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<tr>
<td>Location</td>
<td>Los Angeles, CA</td>
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<tr>
<td>Status</td>
<td>Full-Time, Exempt - Benefit Eligible</td>
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<td>Supervisor</td>
<td>Director of Development, Western Region</td>
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<td>Nondiscrimination in Employment</td>
<td>Consistent with the provisions of applicable state and federal laws, it is the policy of the College-Institute not to discriminate against or harass any person employed by or seeking employment with the College-Institute because of race, color, national origin, religion, physical or mental disability, medical condition, ancestry marital status, or age. The College-Institute also prohibits unlawful discrimination on the basis of sexual orientation, status as a Vietnam-era veteran, or on the basis of citizenship.</td>
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