



HEBREW UNION COLLEGE - JEWISH INSTITUTE OF RELIGION
Associate Director of Development, Eastern Region
New York, NY

Position Reports to: Director of Development, Eastern Region
Position Status: Full Time, Full Benefits

Hebrew Union College-Jewish Institute of Religion is the intellectual, academic, spiritual and professional leadership development center of Reform Judaism. Since 1875, and now on four campuses – Cincinnati, New York, Los Angeles and Jerusalem, 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, Jewish nonprofit professionals, and scholars. The New York campus is conveniently located at the corner of Broadway and West Fourth Street in Greenwich Village and is characterized by high energy and a culture of creativity and innovation.

Position Summary:

The Eastern Region Development Team, is seeking a talented and experienced fundraiser as Associate Director of Development to support its programs and initiatives. The Associate Director will be a member of the Eastern Region Development team, working alongside the Director of Development and a Development Assistant. The Associate Director will engage volunteer leaders, rabbinic and cantorial alumni, faculty and staff to identify, reach out to and manage relationships with both existing and new individual and institutional prospects.

Primary Responsibilities:

The Associate Director will create and implement fundraising strategies for Annual Fund participants, as well as supporters of academic programs and research centers on the NY Campus. He/she will work with volunteer leadership, faculty and staff to identify and reach out to new individual and institutional prospects to build the unrestricted and restricted giving base throughout the Eastern Region. Associate Director will sustain current donor engagement, including developing and implementing stewardship strategies aimed at cultivating deeper ties with donors. The Associate Director will be responsible for a personal portfolio of major gift prospects and donors.

Specific Major Tasks and Responsibilities:

- Identify, cultivate, manage and solicit selected prospective donors for HUC-JIR's annual campaign, including achievement of Moves Management goals for numbers of introductions to new donors, cultivations, solicitations and stewardship.
 - Organize, coordinate and execute special cultivation and solicitation events for the College-Institute.
 - Manage a portfolio of 100-120 major donors and prospects
 - Coordinate and implement annual fundraising direct mail strategy in coordination with national fundraising appeals.
 - Work with rabbis, cantors, community leaders and organizations of the Reform movement to organize fundraising efforts in key Eastern Region communities.

- Spearhead fundraising efforts for specific schools and programs of the College-Institute, including grant proposals and solicitations, as assigned.
- Plan, coordinate and implement annual donor stewardship events and activities including large-scale Annual Benefit.
- Leadership role with Eastern Region Overseers on leadership development, cultivation and solicitation. Staff committees of the Overseers, as assigned.
- Work with the Director of Development on preparation of annual fundraising reports and other administrative tasks as required.
- Other Institutional Advancement assignments as required by Dean and Director of Development.

Qualifications:

- Bachelor's degree required, graduate degree preferred.
- At least 5yrs experience in non-profit/annual gifts fundraising, preferably at an institution of higher education or a Jewish communal organization.
- Demonstrated success in achieving fundraising targets and managing a major donor portfolio.
- Ability to work independently, but also a team player with high energy, positive attitude and flexibility to productively engage with others.
- Excellent written and oral communication skills.
- Knowledge of the Jewish community and passion for the mission of HUC-JIR.
- Able and willing to travel.
- Knowledge of Raisers Edge and Microsoft Office Programs

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

Serena Young
 Director of Development, Eastern Region
 Hebrew Union College – Jewish Institute of Religion
 Brookdale Center
 1West 4th Street
 New York, NY 10012
syoung@huc.edu

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