

Manager, Fundraising & Affinity Engagement

JOB DESCRIPTION

JEWISHcolorado strengthens and connects the Jewish community in Colorado, Israel, and around the globe. During these unprecedented times, JEWISHcolorado is at the forefront of Jewish advocacy, promoting safety and security, and educating our Jewish community.

Position Summary: JEWISHcolorado is seeking a manager to join the Development Department who can excel at building and stewarding relationships, promoting engagement and affinity-group giving, and cultivating leadership within the Jewish community. This fundraising team member will carry a significant portfolio of donors to steward, cultivate, and solicit. Success in this role requires respectful work with lay leaders, a strength for connecting donors to their passions, providing initiative and self-motivation, and bringing a positive, creative, and entrepreneurial spirit to the role.

Reporting to the Chief Development Officer, this individual will play an important role in growing the Annual Campaign through targeted outreach and engagement. They will also serve as lead staff for the Real Estate & Construction Network (RECN).

The ideal candidate has a proven track record of successful fundraising, systems management, donor moves management, overall project management, and serving as an event leader. We are seeking a co-worker who is confident, collaborative, and kind, who is highly organized and detail-oriented, works calmly under pressure, and thrives in a dynamic, fast-paced environment.

PRIMARY RESPONSIBILITIES:

- Seek and secure funds from an assigned portfolio of up to 75 donors and prospects, which will include:
 - Donors under \$2,500 with the potential for higher capacity gifts
 - Donors with a giving history and affinity engagement with a giving potential of \$5,000 or more
- Serve as lead staff for RECN council: work with council lay leaders, schedule, prepare, and plan monthly council meetings, as well as monthly program committee meetings.
- Work with RECN leadership and council to plan four events/programs each year in conjunction with the Events Team.
- Oversee the RECN portfolio of donors and sponsors and achieve annual revenue goals.
- Provide thought leadership and perspective where appropriate.
- Demonstrate a willingness to adapt to circumstances and readily accept changes in the working environment and responsibilities.
- Manage competing demands; change approaches or methods to best fit the situation.



- Demonstrate JEWISHcolorado's Core Values:
 - Effective collaboration
 - Open and respectful communication
 - Reliability and accountability
 - Critical thinking, innovation, and creativity
 - Being a good ambassador for the organization

Salary: \$85,000-89,000,000 per year. Benefits include vacation, sick leave, FSA, HSA, HRA, health, vision, dental, disability, life insurance, gym membership, 401(k) match.

Position Type: Exempt, 4 days in office and Friday work from home optional, 37.5-hours per week.

To Apply: Please forward a resume and cover letter to staffing@JEWISHcolorado.org