

**Hebrew at the Center**  
**Director of Institutional Advancement**

The *Hebrew at the Center* Director of Institutional Advancement works closely with the CEO and Board leadership to manage the organization's institutional advancement, including taking primary responsibility for activities in the areas of financial resource development and overseeing the marketing & communications staff and program and the data manager and analyst. As a member of the Leadership Team, the Director of Institutional Advancement also works with the other senior leadership of HATC to ensure that organizational-wide efforts and the work of institutional advancement are in alignment and ensuring maximum impact. The Director of Institutional Advancement reports to the Chief Executive Officer. Core Areas of Responsibility:

*Institutional Advancement Strategy*

- Serve as thought partner to CEO in developing annual advancement plan and on specific strategies for each campaign, and work closely on ongoing basis to increase impact and revenue yield
- Work with Board leadership and helps establish a Development Committee to maximize philanthropic revenue
- Meet with Board President and other relevant lay leaders to develop specific strategy and support their individual cultivation and solicitation efforts
- On periodic basis, report to the HATC Board on development planning, activity, successes, and challenges
- Ensure coordination between the work of the Director of Marketing and Communications and the overall advancement strategy

*Overseeing Major Gifts and Institutional Giving*

- Work closely with CEO and Board President to expand donor pipeline and assign cultivation and solicitation tasks
- Engage in donor research and work with admin staff to develop donor profiles for major donors and foundations
- Develop and steward leadership circle for major donors
- Manage *Kumzitz*, the annual major donor event, and work with other key staff on annual *Heseg* event
- Work closely with CEO to develop relationships with a dozen foundations and take on primary responsibility for ongoing relationship building and strategy development to guide grant proposal development
- Work on ensuring grant proposal templates remain up to date and work with development team to generate foundation-specific grant proposals for targeted programmatic and capacity building gifts
- Manage successful grants, working closely with relevant professionals to ensure timely and accurate reporting

*Oversight of Development Systems*

- Provide appropriate training and supervision of Executive Administrator, Administrative Assistant, and Data Manager and Analyst in areas of their work related to development and to ensure affective use of CRM for all phases of development moves management from research and cultivation to acknowledgment and stewardship
- Create and manage annual development calendar and ensure effective interface between the development, marketing & communications, and program calendars
- Develop agenda for bi-weekly development team meetings and manage these meeting

Additional Areas of Responsibility:

- Serve as a member of the Leadership team
- Supervise the Director of Marketing & Communications and the Data Manager & Analyst
- Attend and contribute to all appropriate staff meetings such as Leadership, Global Staff, and All-Staff
- Oversee special projects as assigned by the CEO

This is a full-time, remote position with a salary range of \$85,000 - \$90,000, commensurate with experience. This position is to be filled by July 2022 or soon after. To apply: Please send a resume and cover letter to: Rabbi Andrew Ergas, CEO, *Hebrew at the Center*, [andrewe@hebrewatthecenter.org](mailto:andrewe@hebrewatthecenter.org).