

Hebrew At The Center

Senior Director of Philanthropy

[Hebrew at the Center \(HATC\)](#) is revolutionizing Hebrew language education and engagement by helping Jewish educational institutions (i.e. day schools, camps) clarify their vision for Hebrew, introducing effective tools for assessment, and providing coaching and mentoring to advance educational outcomes and build internal capacity. This promotion of Hebrew language leads to an enhanced joy and richness in Jewish identity and connection to Israel, effects of which strengthen learners and the community alike.

To meet the moment and scale up, *Hebrew at the Center* seeks a Senior Director of Philanthropy who will work closely with the Executive Team and Board leadership to manage all aspects of the organization's philanthropic investments, including individual giving, foundation partnerships, and board building. This is an entrepreneurial role responsible for expanding individual support and engaging lay leaders around the country, with primary responsibilities also including key messaging for donors and overseeing four members of the development team. As a member of the Leadership Team, the Senior Director of Philanthropy will also work 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. Strong relationship building skills with lay leaders, moves management background, writing skills, and attention to detail are important. The Senior Director of Philanthropy will report to, and work closely with, the Chief Executive Officer.

Core Areas of Responsibility:

Philanthropic Strategy

- Serve as thought partner to CEO on specific strategies for each campaign, and work closely on ongoing basis to increase impact and revenue yield
- Develop annual development plan and calendar while ensuring effective interface between the development, marketing & communications, and program calendars
- Train and educate the Board, including working with Board President to establish and staff the Development Committee and work with Board to maximize their participation in fundraising
- 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 & Communications, the Director of Data & Analysis, and the overall philanthropic strategy

Individual Giving

- Work closely with CEO, Board President, and future Development Committee to expand \$10,000+ donor pipeline and assign cultivation and solicitation tasks through moves management
- Create and coordinate annual giving program for donors <\$5,000
- Oversee and organize all aspects of development from direct solicitation to acknowledgements and stewardship
- Build and manage a portfolio of major donors/prospects to meet annual fundraising goals through solicitations and stewardship
- Develop recognition opportunities including leadership circle for major donors
- Engage in donor research and work with admin staff to develop donor profiles for major donors

- Plan and manage all donor events (currently small to mid size)
- Work with Director of Marketing & Communications to set the tone for donor communications and liaise between CEO

Foundation Giving

- Partner with CEO to develop relationships with established foundation partnerships, and identify new foundations to approach; work closely with CEO on strategy development to guide grant proposal development
- Manage development team to generate foundation-specific grant proposals for capacity building gifts and liaise with the Chief of Staff/ Director of Education for targeted programmatic gifts
- Supervise relevant professionals on successful grants to ensure timely and accurate reporting

Board Development

- Work closely with CEO and Board President to strategically develop cultivation events on the development calendar
- Engage potential new donors and candidates for Board pipeline
- Work closely with CEO on Governance Committee and staff the Trustee Development sub-group

Oversight of Development Systems

- Provide appropriate training and supervision of Development Assistant and Director of Data and Analysis in areas of their work related to the effective use of CRM for all phases of development moves management
- Develop agenda for bi-weekly development team meetings and lead these meetings

Additional Areas of Responsibility:

- Serve as a member of the Leadership Team
- Supervise the Director of Marketing & Communications, Development Assistant, Data Manager & Analyst, part-time grant writer, part-time op-ed writer, and part-time social media coordinator
- Attend and contribute to all appropriate staff meetings such as Leadership, Global Staff, and All-Staff
- Ability to manage team members and model best practices in development field
- Oversee special projects as assigned by the CEO

Education and Experience:

- 10+ years of fundraising experience, ideally with record of success in a constituency-building organization
- Entrepreneurial in spirit
- Excellent organizational skills and ability to manage multiple development projects simultaneously
- Excellent communications skills, both written and verbal
- Mission driven and excited about the work of *Hebrew at the Center*

This is a full-time, remote position with a salary range of \$160,000-\$170,000, commensurate with experience. Benefits include health and dental insurance, 401K match, generous PTO, and budget for home office and cell phone. Travel on a periodic basis. This position is to be filled by March 1st or soon after. To apply: Please send a resume, cover letter, and persuasive writing sample with Senior Director of Philanthropy in the subject line to: Rabbi Andrew Ergas, CEO, *Hebrew at the Center*, careers@hebrewatthecenter.org .