

Hebrew at the Center

Director of Development

Hebrew at the Center advances Hebrew language education and engagement by partnering with Jewish educational institutions - including day schools, congregational schools, and camps - to clarify vision, implement effective assessment tools, and strengthen instructional practice through coaching and mentoring.

We believe Hebrew is essential to deepening Jewish identity, strengthening connection to Israel, and enriching the lives of learners and communities.

The *Hebrew at the Center* Director of Development works closely with the CEO and Board leadership to manage the organization's philanthropic activity, including taking primary responsibility for activities in the areas of grant writing and reporting, foundation relations, targeted individual donor campaigns, and management of general fundraising. As a member of the Leadership Team, the Director of Development also works with the other senior leadership of the agency to ensure that organizational-wide efforts and the work of fundraising, marketing and communications, and program development are in alignment and ensuring maximum impact. The Director of Development reports to the CEO.

Core Areas of Responsibility:

Philanthropic Strategy

- Serve as thought partner to CEO in developing annual development plan and on specific strategies for each campaign, and work closely on ongoing basis to increase impact and revenue yield
- Work with Board leadership to help 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 Board of Directors on development planning, activity, successes, and challenges
- Work closely with the Director of Strategic Communications to coordinate the overall advancement strategy

Foundation Relations and Grant Writing

- Work closely with the CEO to develop and manage a growing strategy of fundraising through foundational support

- Work closely with the Donor Relations Supervisor to identify new foundation giving opportunities and manage current application and reporting systems
- Work with members of the programmatic team, the CEO, and the Board of Directors to translate programmatic and strategic goals into grant templates that can be quickly modified to align with funding opportunities
- Work closely with the Director of Strategic Communications on ensuring messaging, organizational style guide, and the use of data inform the writing of compelling and impactful grant proposals
- Take primary responsibility for grant writing and refinement of proposals based on needs of specific foundations or developments in program efforts.

Overseeing Targeted Major Gifts Campaigns

- 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 major donor campaigns in select communities and then manage this portfolio solicitations and stewardship
- Manage *Kumzitz*, the annual major donor event, and other donor cultivation and stewardship events, as well as EOY and December general campaign

Oversight of Development Systems

- Work with administrative staff and program staff to ensure database system remains up to date, and that CRM input and reporting supports 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 work of the Donor Relations Supervisor
- Attend and contribute to all appropriate staff meetings such as Leadership, Global Staff, and All-Staff

- Oversee special projects as assigned by the CEO

Qualifications

- Minimum of five years' work in development, preferably for national organization or foundation
- Track record of successful grant proposal development and foundation relations
- Experience in all stages of moves management and experience soliciting five and six figure gifts
- Excellent professional writing and editing skills
- Experience and high comfort level with CRM use and MS 365 professional suite
- Familiarity with Jewish nonprofit foundation ecosystem
- Understanding of Jewish education environment preferred
- Candidates with professional proficiency in both English and Hebrew preferred

Compensation & Benefits:

This is a full-time, remote position with a salary range of \$120,000 - \$125,000, commensurate with experience.

Benefits:

- Health insurance (80% employer-paid)
- Dental insurance (100% employer-paid)
- Vision insurance (employee-paid)
- 401(k) with employer match (up to 3%)
- Generous paid time off, including vacation, sick leave, Jewish and select federal holidays
- Remote work stipend and cell phone reimbursement
- Access to additional voluntary benefits through PEO partner

This position is to be filled by October 1, 2026 or soon after. To apply: Please send a resume and cover letter to: Leah Pickholz, *Hebrew at the Center*, leahp@hebrewatthecenter.org. Please include "Director of Development" in the subject line.