

## **DEVELOPMENT OFFICER**

### **POSITION SUMMARY**

Jewish Philanthropies of Southern Arizona (JPSA) seeks a dynamic, motivated, and entrepreneurial fundraising professional for the role of Development Officer. The Development Officer will focus their time soliciting and stewarding donors with an eye towards growth of the annual campaign, endowment, and overall revenue streams of JPSA.

In this role, you will establish, build, and nurture relationships with members of our community with an eye towards their future engagement as a volunteer and/or donor. If you are a great relationship builder, love meeting new people, and are a great listener and communicator, this is the job for you.

JPSA is the result of the consolidation of the Jewish Federation of Southern Arizona and the Jewish Community Foundation of Southern Arizona. JPSA partners with organizations, families, and individuals to foster and enhance community and respond to those in need – enriching Southern Arizona, the Jewish people, and the world.

### **ESSENTIAL JOB FUNCTIONS**

- Prospect, cultivate, solicit, and steward a portfolio of donors and prospects, securing contributions through face-to-face solicitations.
- Conduct prospect research (Google, Facebook, networking, etc.).
- Work to develop volunteer leadership.
  - Recruit, train, and manage volunteer fundraisers.
  - Identify, recruit, educate, and motivate individuals to participate in organizational activities and fundraising initiatives.
- Track all donor interactions in CRM for metrics and measurement.
- Coordinate special projects as required by development department needs.
- Plan, recruit for, and execute various events and programs, in partnership with the Event Planner.
- Assist with budget preparation and monitoring as relevant.

### **QUALIFICATIONS:**

- Demonstrated relationship building and people skills. A sophisticated and diplomatic personality who can collaborate comfortably with people of influence and affluence is essential.
- The emotional intelligence, maturity, and sound judgement necessary for interacting with donors, volunteers, board members and staff.
- The ability to secure new donors and funders via face-to-face solicitation.
- Knowledgeable about the Jewish community, culture, and practices. Passion for the JPSA mission and its work to sustain the Jewish community including Israel and world Jewry.
- Ability to work independently as well as effectively within a team.
- Strong written and oral communications skills. Comfort with public speaking.
- Enthusiastic attitude, eager to meet challenges, and adapt to a rapidly changing environment.
- Knowledge of and a manifest desire to continue learning fundraising best practices including cultivation, solicitation, and stewardship.

## **REQUIREMENTS**

- Bachelor's degree required.
- Minimum 4 years' experience in an active fundraising, sales, or related role with experience successfully soliciting four-figure donations or more.
- Previous experience working or engaged in the Jewish community preferred.
- Knowledge of CRM databases a plus.
- A valid Arizona driver's license and reliable transportation must be maintained throughout employment.

## **COMPENSATION**

Commensurate with experience, this position has a hiring range of \$55,000 to \$62,000 annually. Competitive benefits package included (medical, dental, vision, vacation, FSA, etc.)

## **DISCLAIMER**

The preceding job description has been designed to indicate the general nature of work performed, the level of knowledge and skills typically required, and usual working conditions of this position. It is not designed to contain or be interpreted as a comprehensive listing of all requirements or responsibilities that may be required by employees in this position.

## **EQUAL OPPORTUNITY EMPLOYER**

The Jewish Philanthropies of Southern Arizona is an equal opportunity employer and does not discriminate against otherwise qualified applicants based on race, color, religion, age, sex, national origin, disability, sexual orientation, veteran status, or any other condition prescribed by federal, state, or local law