



Job Description

Director of Donor Development

A primary function of this and every other job at “The J” is to ensure by whatever rational and legal means necessary that each person who engages with the J, whether at River and Dodge or beyond the walls of the physical space, feels just a little better than when they arrived

Supervisor: Chief Development Officer

Salary Range: \$55,000-\$65,000 | Please send interest email and resume to Fran Katz fkatz@tucsonjcc.org

Mission Statement

The mission of the Tucson Jewish Community Center is to cultivate and enrich Jewish identity, ensure Jewish continuity, foster wellness, and broaden communal harmony

Position Summary

The Director of Donor Development is responsible for designing, implementing, and overseeing a comprehensive fundraising strategy to advance the Tucson Jewish Community Centers mission and programs. This leadership role builds meaningful relationships with individual donors, foundations, corporate partners, and ensures a culture of philanthropy across the organization

Key Responsibilities

Strategic Fundraising

- Develop and lead annual and long-term fundraising strategies for mid-level donors
- Cultivate and steward a portfolio of mid-level donors and prospects.
- Work with Chief Development Officer to Plan and execute annual campaigns, special initiatives
- Secure and steward corporate partnerships

Events and Stewardship

- Oversee stewardship events from concept to execution, including donor appreciation events and community gatherings
- Ensure consistent and meaningful donor communications and recognition

Team and Board Engagement

- Participate alongside Chief Development Officer with the Board Development Committee
- Work alongside Chief Development Officer to train and engage board members and staff in fundraising efforts

Reporting and Systems

- Track and report key performance metrics
- Ensure compliance with all financial and ethical fundraising standards

Qualifications

- Minimum 3-5 years of fundraising or development experience with a proven track record of securing gifts.
- Excellent communication and relationship-building skills.
- Strong donor cultivation abilities.
- Familiarity with CRM systems and fundraising tools.
- Team-oriented with excellent organizational and project management skills.
- Bachelor's degree required
- Commitment to the values of The Tucson Jewish Community Center

This position is a full-time exempt position and is covered by the code of the Personnel Practices for Professional Staff