



Development Director Job Opportunity

About Jewish Family Services of Silicon Valley (JFS SV)

Our Mission and Our Values

Jewish Family Services of Silicon Valley (JFS SV) empowers individuals and families facing life's challenges by providing quality human services inspired by Jewish values. Since our inception in 1977, we have remained committed to our vision that children, adults, and families in our community have access to affordable and meaningful professional services that help give them a better life. The agency's programs are available without regard to race, religion, ethnicity, sexual orientation, or ability to pay.

JFS SV is committed to the core values of:

Jewish traditions of social responsibility, compassion, and respect for all members of the community.

Social work ethics of responsive, caring, and skilled professional service; and responsiveness to the changing needs of the people we serve.

Position Summary:

We are seeking a highly organized “people person” who will be responsible for planning, organizing, and directing JFS SV's fundraising efforts including annual and targeted campaigns, legacy giving, special events, grant writing, and donor stewardship. Develops and executes the annual fundraising plan. Works closely with the Executive Director, Board of Directors, Development Committee, Marketing Consultant and other relevant staff.

KEY AREAS OF RESPONSIBILITY

Individual Donations

- Meets prospective and current donors/supporters on a regular basis to establish and maintain ongoing relationships
- Works with donors to accomplish their philanthropic goals and maintains ongoing donor stewardship, incorporating gift recognition programs
- Grows major gifts program including identification, cultivation and solicitation of major donors
- Oversees and builds legacy giving program with a focus on deferred gifts
- Directs annual campaign, including mailings, phone-a-thons and fundraising drives
- Develops prospect research structure
- Oversees vehicle donation program and seeks ways to expand

Grant Writing and Corporate Relationships

- Oversees grant writing including research, proposal writing, and reporting requirements
- Coordinates funding needs with agency management and program staff
- Creates and maintains relationships with private and corporate foundations

Fundraising Events

- Responsible for overall coordination of Good Morning/Evening JFS!
- Works with Development committee to create new fundraising events

Active Member of JFS SV Staff Team/Administrative Responsibilities

- Works closely with Executive Director, Associate Executive Director and Board of Directors to coordinate fundraising efforts and involve appropriate agency leadership
- Supervises fundraising/marketing staff and volunteers
- Makes community outreach presentations to share information about JFS SV
- Staffs Board Development Committee
- Manages systems and software to track and cultivate donors and prospects, including agency donor database and wealth screening tools. Coordinates efforts with the Administration Manager.
- Oversees creation of publications to support fund raising activities

COMPENSATION AND BENEFITS

This position is full time, 37.5 hours/week. JFS SV provides a highly competitive salary and benefits program. Salary is commensurate with qualifications and experience of the selected candidate. Benefits package includes medical, dental and vision care; company contributions to 403B retirement plan; generous paid time off (incl. secular as well as Jewish holidays and vacation); 100% paid membership to onsite fitness center; supportive colleagues; and a positive work environment on a beautiful campus.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Minimum of bachelor's degree
- 5 years minimum progressive experience in professional fundraising
- Knowledge and proven experience in nonprofit fundraising techniques, particularly major gift fundraising
- Familiarity and ease with Excel and donation databases
- Strong interpersonal, writing and presentation skills
- Motivational skills vis-à-vis staff, board members and volunteers
- Goal-driven, self-starter
- Strong follow up and donor stewardship skills
- Experience building and sustaining external partner relationships.
- Strongly organized, possessing follow through on tasks and goals.
- Positive attitude, with concern for people and community; demonstrates self-confidence, common sense and good listening ability
- Strong identification with JFS SV mission

Résumé and cover letter to: jobs@jfssv.org

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Jewish Family Services of Silicon Valley is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.