

## DEVELOPMENT OFFICER, MAJOR GIFTS



### JOB DESCRIPTION

<b>CLASSIFICATION:</b> Development Officer (Union Position)	<b>SALARY:</b> DOE/DOQ
<b>DEPARTMENT:</b> Development & External Affairs	<b>FLSA STATUS:</b> Exempt
<b>REPORTS TO:</b> VP, External Affairs	

**Summary:** The Development Officer, Major Gifts at Bet Tzedek is responsible for building donor relationships, sustaining and increasing current donor gifts, and securing new unrestricted annual gifts. The Development Officer also supports Bet Tzedek's young professional philanthropy and leadership organization: the Bet Tzedek New Leadership Council (BTNLC), and is responsible for the planning and execution of the BTNLC's highly regarded annual Justice Ball. This position reports directly to the Vice President, External Affairs.

To be successful in this role, you must be able to work collaboratively with a fast-paced team and dynamic organization and have a keen interest and professional background in fundraising. This position has significant focus on event and donor logistics as well as data management in Raiser's Edge NXT; both require proven organizational skills and the ability to manage complex projects. This is an excellent growth opportunity for a fundraising professional to work within a team environment toward collective goals, while fulfilling a primary role in the organization's major gifts and leadership development strategy.

#### **Key Roles (Essential Job Responsibilities)**

##### **Donor Stewardship (45%):**

- Manage a portfolio of 100+ donors including solicitations, cultivation, upgrades, and stewardship activities
- Help in the creation and implementation of strategies for the identification and solicitation of prospects and lapsed donors
- Reactivate lapsed donors at the \$1,000+ level
- Research prospects and flag major gifts prospects
- Maintain current data on all donors and prospects in your portfolio on Raiser's Edge NXT

##### **Bet Tzedek New Leadership Council (BTNLC) (45%)**

- Direct staff liaison of the BTNLC Executive Committee
- Provide professional support for all BTNLC outreach and professional networking events, and volunteer and service programs
- Planning and execution of annual Justice Ball fundraiser
- Solicitation of annual gifts from BTNLC leadership and members
- Identification of new BTNLC prospects

##### **Other Department Duties (10%)**

- Support major giving work of VP, External Affairs and CEO

## What You Bring to Bet Tzedek

- You are mission driven.
- You get a kick out of seeing a light go off in someone's eyes as they feel emotionally connected to the work of Bet Tzedek.
- You are comfortable working with diverse groups of people.
- You are fearless about asking for support of Bet Tzedek. You are excited to share your passion for Bet Tzedek with long-time supporters and brand-new fans, and are energized by finding the ways in which a donor's involvement adds value to their life.
- You are a great listener. You are patient, level-headed and cool under pressure.
- You are not afraid to ask questions or to learn something new. When things change, you roll with the punches.
- You communicate clearly and persuasively. You write well. You speak eloquently. You can explain just about anything to anyone, and you're comfortable communicating face-to-face, on the phone, and in writing.
- You are motivated and driven. You volunteer for new challenges without waiting to be asked. You are a person who always helps your colleagues. You take ownership of your own work and are proud of its excellence.
- You have a college degree or relevant work experience, and have worked in development for 3-5 years so that you can hit the ground running.
- You are software savvy and have worked with Raiser's Edge.
- You have access to transportation to visit with donors and prospects and are available for occasional work events on weekends and evenings.

## How to Apply

Email a letter of interest and resume to [resume@bettzedek.org](mailto:resume@bettzedek.org), subject line "DEVELOPMENT OFFICER." Resumes submitted without a cover letter will not be considered. **Please, no phone calls.**

*To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.*