



DIRECTOR OF DEVELOPMENT JOB DESCRIPTION

Organizational Overview

Sharsheret is the only national organization providing a community of support for women and their families, of all Jewish backgrounds, facing breast and ovarian cancer, and raising awareness within Jewish communities nationally about cancer genetics, breast and ovarian cancer.

Sharsheret seeks an experienced and highly skilled Director of Development with a track record in securing both institutional funds and individual gifts, to provide strategic direction, leadership and management of all fundraising activities. The Director will develop and implement strategies for increased revenues, build relationships with stakeholders and meet aggressive fundraising targets. S/he reports to the Executive Director.

Responsibilities

Management and Leadership

- Direct and manage all fundraising activities and special events, including the identification of new funding opportunities.
- Develop and implement a planned giving program.
- Serve as a strategic thought partner to the Executive Director.
- Support the Executive Director's fundraising efforts.
- Promote an organization-wide culture of philanthropy and appreciation.
- Collaborate with the outreach department and regional staff regarding fundraising activities and lead cross-departmental revenue-generating initiatives.
- Partner with the communications staff to ensure seamless and coordinated communications, use of social media, digital fundraising and/or mail campaigns.
- Supervise Sharsheret's development team, identifying clear departmental and individual goals with benchmarks to monitor progress, and provide weekly supervision to staff members.

Strategic Resource Development Plan

- Create and implement a plan to include:
 - ambitious, clear and realistic national and regional annual fundraising goals, as well as longer-term goals
 - a departmental budget
 - a timeline with benchmarks to measure progress and impact
 - a disciplined moves management protocol



Donor Cultivation

- Strengthen existing relationships with institutional funders and identify new prospects.
- Manage and expand the individual donor program, utilizing rigorous prospect research and data analysis.
- Maintain a portfolio of high-level donors and prospects.
- Ensure the integrity of all donor data and establish protocols for all users.

Sharsheret's Board of Directors

- Partner with the Executive Director to establish and sustain strong relationships with Board members.
- Staff the Fundraising Committee, and support all Board members in their fundraising roles and responsibilities.
- Work with the Executive Committee to develop and maintain a leadership pipeline.

Personal Qualifications

- 10+ years leading a development department, serving on management teams and working with boards of directors.
- Experience with the diverse components of comprehensive fundraising planning and implementation, including demonstrated success in securing funding from individuals and foundations and events management.
- Passion for and commitment to Sharsheret's mission.
- Excellent verbal and written communication skills.
- Impeccable attention to detail.
- Ability to multi-task and work in a fast-paced, growing organization.
- Familiarity with donor databases.
- BA degree required; advanced degree preferred.

To Apply

Send resume and cover letter to resumes@sharsheret.org. Salary and benefits commensurate with experience.

Sharsheret provides equal employment opportunities to all candidates regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, gender, sexual orientation, marital status, or age.