DIRECTOR OF MAJOR GIFTS

This position is an integral part of the development team of six, working to determine effective strategies for the identification, cultivation and solicitation of major gift prospects. Reporting to the Chief Development Officer (CDO) and working closely with the Chief Executive Officer (CEO) and Chief Regional Officer (CRO), the Director of Major Gifts will manage a portfolio of 250+ major gifts (Sharsheret’s Jewel Circle) prospects and meet the fundraising goal of securing at least $300k in renewed, increased, and new major gifts annually. This position is hybrid with 2 days a week in the NJ office.

Responsibilities

Management

- Develop and manage a national pipeline of major donors utilizing and recording donor prospect research and data analysis
- Produce individual donor plans, develop and implement long-term strategies
- Oversee, manage, and grow the men’s leadership and legacy giving programs
- Guide Chief Regional Officer in working with regional directors on major gift solicitations
- Supervise donor database tracking system for donor activity, including managing Jewel recording and reporting process
- Expand and oversee major donor stewardship program, including Jewel briefings
- Oversee the Jewel Master List spreadsheet and ensure Jewel information is up to date
- Oversee proper acknowledgment for major donors on Sharsheret’s website and in program listings, newsletters, and reports
- Ensure proper engagement and acknowledgment for major donors in connection with major fundraisers at benefits primarily in the Northeast region and secondary in the local regions
- Manage the process for organization wide closing of gifts in connection with annual campaigns and galas

Solicitation

- Supervise and conduct all aspects of individual gift solicitations, including efforts to identify, cultivate, steward and solicit major donors
- Work closely with the Special Events Associate to identify major donors for solicitation by the Director of Major Gifts, CDO, and CEO before, during, and after benefits and fundraising events
- Prepare proposals and reports for major gift donors and prospects
- Build and strengthen relationships with current donors of $1,000+ to raise their level of giving to become major donors and members of the Jewel Circle
- Solicit and close Jewel Circle gifts
- Identify and cultivate select, high-capacity donors to transition into the portfolios of the CEO and CDO for personalized cultivation and stewardship
- Guide and support Board members to achieve their give and get commitment
- Partner with the CDO to approach the Board of Directors to identify, cultivate and steward relationships with current and prospective major donors, foundations, and corporations
- Solicit and secure large gifts (under $5,000 Jewels) in connection with annual campaigns and galas

Qualifications

- 6-8 years of fundraising and major gift solicitation experience
- Strong commitment and experience to Jewish philanthropy and advocacy
- Passion for 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
Experience with Donor Perfect a plus

TO APPLY

Send resume and cover letter to resumes@sharsheret.org. No telephone calls please. Salary ($100,000-$120,000) 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, creed, religion, political belief, gender, sexual orientation, marital status, or age.