



Job Description

Position Title: Individual Giving Manager, Kaplen JCC on the Palisades

Reports to: Director of Development

Location: Tenafly, NJ

Position Type: Full-time

Position Overview:

The Individual Giving Manager is responsible for development, implementation and assessment of a robust, integrated annual giving program that supports the Kaplen JCC on the Palisades' mission, with an emphasis on engagement for annual donors ranging from \$1,800 to \$100,000. Working in concert with the Director of Development, the Annual Giving Manager will develop, grow, and execute acquisition and retention fundraising strategies to secure gifts that support the JCC's Annual Campaign. Special areas of focus within the JCC include the renowned Thurnauer School of Music, the Senior Adult Services Department and the Guttenberg for Special Services. The candidate will work closely with the Department heads as well as the Director of Development to maximize donor engagement as well as to bring in new donors to these areas of the JCC.

Key Responsibilities:

- Responsible for the day-to-day operations of the annual giving program, including solicitations, answering donor inquiries, donor follow-up and stewardship.
- With assistance of the Director of Development, CEO and a select group of the Board, oversees a cultivation strategy for first-time and current donors, including donor-centric updates, benefits and events.
- Develop special engagement opportunities that move donors to higher levels of annual giving, supporting the growth of a major gifts pipeline.
- Recruits, engages, and manages volunteers and provides them with leadership and direction in support of the cultivation and solicitation of major donors and prospects; coordinates volunteers' activities to ensure their integration into the organization's mission.
- Drafts thank you letters and written updates as well as compelling solicitation letters and campaign materials to emphasize the JCC's needs to the community.
- Improves the donor experience by tailoring appeals and updates according to interests.
- Supports Director of Development, as well as Director of Donor Engagement, with timely updates, collateral, and other stewardship pieces for their respective portfolios.



KAPLEN JCC on the Palisades

- Arranges meetings with donors and prospects for cultivation, stewardship and solicitation.
- Consistently documents key conversations and other pertinent donor information in donor management database.
- Works with Marketing department in the design of fundraising materials (i.e. website, video, social media, appeals, etc).
- Develops a strong working knowledge of database to run appropriate reports and analysis for strategic planning and year-end review.
- Works with Departments to understand their budgets and opportunities for fundraising revenue streams, attends meetings and other events as needed.
- Other duties as assigned.

Qualifications:

- A minimum of 4-6 years' experience working in a not-for-profit development office with proven success in donor solicitation and giving
- Strong interpersonal skills and excellent verbal and written communication skills
- Strong knowledge of the arts, music education, seniors and the special needs community needed
- Demonstrated project management and problem-solving skills, including organizational skills to meet goals and objectives through effective program and project planning
- Ability to work independently and confidentially, and be able to interact with donors, members, and staff in a professional manner.
- Demonstrated ability to lead collaboration across working groups
- Ability to initiate and organize work, establish priorities in a time-sensitive environment, and meet deadlines with attention to detail and quality control.
- Proficient in Microsoft Office Suite and CRM/database, and an openness to embracing new technology.

Qualified and interested parties please email your resume to: akenny@jccotp.org