

Development and Special Events Manager

Summary/Objective:

Under the direction of the Executive Director, the Development and Special Events Manager is responsible for strategic planning, implementing, growing, and evaluating fundraising initiatives for the JCC. This includes the identification, cultivation, solicitation and stewardship of individual donors, sponsorships, and other sources of funding. This position includes the oversight and execution of fundraising events.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develops and implements comprehensive fundraising events and activities throughout the year.
- Oversees the major JCC fundraising event-the New Mexico Humanitarian Awards Dinner to include logistics, recruitment of the attendees and honorees.
- Creates a strong fundraising committee of staff and volunteers.
- Works proactively in initiating contracts with potential donors/sponsors.
- Conducts and/or coordinates face-to-face solicitations visits and presentations.
- Cultivates and nurtures donor relationships.
- Prepares marketing materials for fundraising initiatives in collaboration with the marketing department.
- Compassionately articulates the mission and impact of the JCC.
- Maintains solicitation list and continually tracks giving in the donor database.
- Provides outstanding customer service and follow up with all donors.
- Provides fundraising progress reports to the Executive Director and the JCC Board of Directors on a monthly basis.
- Manages the donor acknowledgement and recognition program and ensures continuous donor stewardship.
- Ensures that engagement and fundraising goals are met.

***Required Education and Experience**

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- Bachelor's Degree from an accredited institution. Combination of education and experience may be substituted in lieu of degree.
- A minimum of 2 Years' experience in charitable fund-raising, community engagement and/or donor development/relations.
- Proven ability to create and execute successful fundraising events.

- Proven ability to solicit and maintain donor relations.
- Proficient in Microsoft Office Suite
- High level of professionalism and confidentiality
- Excellent Communication skills
- Effective Time Management
- Ability to collaborate and work with members, the board, volunteers, donors and staff with varied cultural, social and educational backgrounds.

Preferred Experience

- Extensive Fundraising Experience
- Community Network of Past Donors
- Experience working in a nonprofit development setting.
- Knowledge of Jewish values and culture. Extensive Fundraising Experience