



## **Development Officer Jewish Community Foundation of MetroWest NJ**

The Jewish Community Foundation of MetroWest (JCF) seeks a Development Officer who will be responsible for the engagement of prospective and existing donors and fund holders. JCF is the largest community foundation in New Jersey in terms of assets under management and is a separately incorporated entity that exists to support United Jewish Communities of MetroWest NJ (UJC), covering Essex, Morris, Sussex and Northern Union counties. In addition to its work as an independent community foundation, JCF also serves as the planned giving and endowment arm of UJC.

### **Job requirements:**

Reporting to the JCF Executive Director, the Development Officer should possess superior communication and relationship development skills and should have a proven track record in a financial resource development or sales environment. The ideal candidate will have the ability to generate new business as well as a broad knowledge of and commitment to the Jewish community. In addition, the ideal candidate will possess the capacity to work across the spectrum of a full-scale planned giving program or the willingness to develop knowledge in this area as a new competency.

The ideal candidate must be well-organized with strong administrative and computer skills and must have the ability to work independently. An entrepreneurial spirit and the ability to seize new opportunities quickly while managing a significant day-to-day workload is advantageous.

Three to five years of experience in a fundraising and/or charitable gift planning environment – or a similar level of experience in financial, legal or accounting services – is required, as is a bachelor's degree. A law degree and/or advanced training in accounting, financial planning, insurance planning or legal services are advantageous but not required.

### **Job responsibilities include but are not limited to:**

- Identification, cultivation and solicitation of new donors with the potential for making significant new investments in support of Jewish community programs and services

- Relationship development and stewardship of existing donors to cross-sell other giving opportunities and to further engage them in JCF's work in the community
- Development of JCF's Ner Tamid Society, a group of donors to the UJA MetroWest and Women's Philanthropy campaigns for 25+ years
- Assistance with the coordination of JCF special events, including donor recognition gatherings and educational/engagement opportunities
- Participation in JCF's multi-generational family philanthropy training program and engagement of fund-holder families in strategic consultations
- Administration and oversight of two important JCF community program supporting foundations: Hebrew Free Loan of New Jersey and Beth El Memorial Park Foundation

In addition to these responsibilities, opportunities for professional development exist, including training in charitable gift planning techniques. Additionally, the Development Officer will be a key participant in creating new commitments to JCF's MetroWest Tomorrow Campaign. Publicly launched in June of 2011, the campaign has raised well over \$80 million to date on its path to achieving a goal of at least \$100 million in commitments. Lastly, the Development Officer will participate on the UJC/JCF collaborative fundraising team, a joint effort between annual campaign fundraisers at UJC and gift planning/development officers at JCF.

Other responsibilities will be determined based on the applicant's background and experience.

Please email a cover letter, resume and salary history to [hr@ujcnj.org](mailto:hr@ujcnj.org).