

Director of Development

About the Levite Jewish Community Center

Through the lens of Jewish identity and values, the family-oriented LJCC impacts thousands of Birmingham residents daily as we welcome people of all faiths, ages, genders, sexual identities, and socioeconomic backgrounds. We take pride in being an active partner of both the Birmingham Jewish and broader Birmingham communities, and we strive to enhance our community every day.

Our campus includes a large fitness center, a five-mile hiking and biking trail, large indoor and outdoor pools and a baby pool, and the highly regarded Cohn Early Childhood Learning Center. We also offer dozens of group fitness classes, personal training, summer and year-round camps, and a wide range of other activities and programs.

Position Summary:

The Director of Development is under the supervision of the Executive Director and serves as a member of the JCC executive team with responsibilities which, at times, extend beyond the limits of his/her specialized functions. In close collaboration with the Executive Director, build the brand equity of LJCC through marketing and community awareness and raise the necessary funds on behalf of LJCC to secure short- and long-term mission funding, operating, and capital needs support; to help create a sustainable organization.

Specific Duties:

- Create and execute a development plan that meets the income goals for the organization.
- Oversee the development team.
- With the development team, full staff, governing board, junior board, and volunteers, evaluate, plan, coordinate, and lead events.
- Assist in the development of activities to establish positive working relationships with the philanthropic community in the LJCC service area to drive planned giving opportunities.
- Work with the grant writer to manage the grant process to acquire appropriate grant funding; assure compliance, quality assurance, and business alignment with identified deliverables and outcomes for grants.
- With Communications Manager, will develop marketing strategy and ensure all marketing/branding items are accurate, timely and consistent with brand identities and LJCC policies.
- With the membership director, assist in development and execution of membership goals related to recruitment and retention of members.
- Work with the Executive Director to create a structured plan for motivating donors/members and enticing new donors/members.

- Develop and maintain a positive profile and high level of community awareness for LJCC, including representing LJCC in the communities served and maintaining positive civic and professional relationships through public education programs of LJCC services and their benefits to the community.
- Secure and manage strategic alliances that further the LJCC mission.
- Oversee donor recognition and stewardship.
- Oversee the Junior Board of volunteers.
- Performs other duties as assigned by the Executive Director.

Qualifications

- Excellent organizational skills, well-disciplined, self-starter, able to work under pressure of priorities and deadlines.
- Ability to work effectively with volunteers
- Knowledge of marketing strategies and techniques
- Must have highly developed interpersonal skills.
- Must be able to facilitate the planning process, communicate effectively both verbally and in writing, make presentations to large groups and work within a decentralized operation.
- Knowledge of relevant computer software and regional media including television, print, and social media.

Education, Training, and Experience:

- 3 - 5 years fundraising and grant writing experience.
- Demonstrated ability to lead a team, preferably in non-profit fundraising.

Special Requirements:

- Must be able to work after-hours and weekends.
- Must possess a valid driver's license, appropriate insurance coverage and a privately-owned reliable means of transportation.

Reports to: Executive Director

Salary: \$70,000 - \$80,000

Benefits: Medical insurance, Gap insurance, Dental, Vision, FSA-Flexible Spending Account, 401K and 403(b) plans, Supplemental insurance offered, Life Insurance offered, PTO and Vacation Benefits

The Levite Jewish Community Center is an Equal Opportunity Employer