



DEVELOPMENT MANAGER

Job Description

At Temple Beth Am we deepen relationships to Judaism and our community by engaging the soul, heart, and mind. Temple Beth Am's *Beit Am* (House of the People), is made of three smaller houses: the Beit Tefillah (House of Worship), the Beit Kehillah (House of Community), and the Beit Midrash (House of Study). All professionals at Temple Beth Am are collaborative, relational, and work to support all three rooms of our Beit Am.

Temple Beth Am's Development Manager advances the mission by managing the development efforts at Temple Beth Am. The Development Manager is responsible for implementing our current development plan, furthering the creation of a congregational culture of philanthropy, supporting the endowment and/or development committee, and for continuing to move Temple Beth Am towards a congregant/donor-centric community. This position reports to the Senior Executive Director.

Primary Job Functions

A. General:

- Support lay leaders and the Senior Executive Director to engage congregants in opportunities to express their Jewish values through philanthropy to Temple Beth Am
- Steward gifts in partnership with senior leadership and lay leaders
- Lead grant and corporate matching fund opportunities
- Support scholarship and other fund accounting as needed
- Engage donor involvement and giving of individuals, foundations, and related sources who are motivated by our mission and the continuity of the Jewish experience

B. Managing Annual Revenue Streams:

- Working with professionals, congregants and lay leaders to support meaningful annual contributions through the annual commitment process
- Working with professionals, congregants and lay leaders to provide opportunities for congregants to support Temple Beth Am's annual operations through giving campaigns, tributes, fundraisers, community builders, and other mission aligned methods
- Managing the annual fundraising gala

C. Managing Long-term Revenue Streams:

- Working with the senior leadership and endowment committee to implement our endowment strategic plan
- Supporting the endowment committee and any other development related task forces or committees
- Support the implementation of other ongoing strategies and initiatives related to the financial sustainability of Temple Beth Am

D. Donor Recognition

- Ensure timely acknowledgement and appreciation of all gifts to Temple Beth Am
- Recognize donors and congregants for their gifts of time and financial resources
- Fund and donor impact reporting

Core Competencies

- Ability to effectively create fundraising events, publications, oral and written communications with current and potential donors that stimulate interest and long-term donor financial support
- Ability to recruit and train members to volunteer and actively participate in the various roles associated with fundraising and friend-raising initiatives
- Effectively work with TBA leaders and administrative staff

All of our professionals also possess the following qualities:

Relational - Temple Beth Am Congregants consider our professionals to be part of their sacred community. You will need to be comfortable and confident speaking in person and by phone to members of our community.

Lifelong learners – Interest in both formal and informal learning opportunities to foster the continuous development and improvement of the knowledge and skills needed for both employment and personal fulfillment.

Technophiles - Being both technology literate and unafraid of the fast-changing technology landscape is essential for us to understand and serve our congregants. You do not have to be an expert, however with professional support you should be enthusiastic about learning new technologies.

Innovative – You should be interested in the different and more effective ways we can do our mission driven work while be open to and embracing change.

Self-Motivated - Encouraging yourself to continue making progress toward a goal even when it feels challenging or requires extreme flexibility.

Highly Organized – Having the routines and discipline necessary to accomplish mission driven tasks on a daily, weekly and monthly basis.

Confident - Comfortable communicating through verbal, written and non-verbal means.

Qualifications

- 3+ years of formal development experience
- Ability to work full-time in person
- Exceptional writing, editing, proofreading and verbal skills with strong attention to detail
- Experience with databases and software
- Experience with building professional yet personal relationships with constituents
- Experience managing teams and/or volunteers
- Ability to problem solve, take initiative, set priorities, handle multiple projects and exercise good judgment in a fast-paced, dynamic, deadline-driven environment
- Knowledge of Jewish traditions and rituals or ability to learn quickly
- Excellent customer service skills

Full time positions at Temple Beth Am have access to a variety of benefits including 100% individual coverage for medical and dental, paid time off, long term disability, professional development, technology stipends, and employer 403(b) contributions. This position may include partial moving costs for candidates from out-of-state.

FLSA Category: Exempt

Salary Range: \$85,000 - \$95,000 (based on degree and experience)

To apply for this position, please email a cover letter and resume to Davida Sims at davida@templebetham.org.

Job Type: Full-time

Benefits:

- 403(b)
- Dental insurance
- Employee discount
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Relocation assistance
- Tuition reimbursement

- Vision insurance

Schedule:

- Evenings as needed
- Weekends as needed