

Jewish Free Loan (JFL) is a nonprofit organization that provides interest-free loans to Arizona's Jewish community. The Director of Development position will oversee the implementation and management of the fundraising activities of JFL. Reporting to the Executive Director, and working with board members and staff, this position will have responsibility for creating and executing strategies to achieve annual fundraising goals.

Job Responsibilities

- Identify and cultivate new sources of support
- Cultivate and steward existing donors
- Identify grant opportunities, create letters of intent and applications, and report to funders
- Participate in individual and group donor outreach opportunities
- Develop and expand the corporate sponsorship and planned giving programs
- Staff JFL Philanthropic Initiatives Committee
- Lead donor event planning and event execution
- Develop donor communication materials, including acknowledgment letters and updates
- Demonstrate competency in the use of donor databases and online fundraising platforms
- Attend board and committee meetings as required
- Represent JFL at community events and in professional groups
- Other development and donor cultivation duties as assigned
- Additional responsibilities as determined by Executive Director

Qualifications

- Five (5) years progressively responsible development or fundraising experience, two (2) of which must be in a development leadership position
- Demonstrated success in donor cultivation, program development, fundraising event management and grant writing, or related skills
- Experience working as part of a collaborative team including staff and board members
- BA, or an equivalent combination of education experience
- Strong writing and communication skills
- Experience with Donor Perfect and Qgiv a plus
- Familiarity with the Phoenix/Arizona Jewish community highly desirable

Salary & Benefits

Salary is commensurate with experience. This position is full time, Monday through Thursday 9:00am - 4:30 pm, Friday 9:00am - 3:00pm. Part-time remote work will be considered. This position will require periodic evening and weekend work as needed. Benefits include medical, dental and vision coverage and paid time off. There is no relocation for this position.