

POSITION DESCRIPTION

Organization: Boulder Jewish Community Center [Boulder JCC]
Job Title: Special Events and Development Manager
Department: Development and External Engagement

ABOUT THE BOULDER JEWISH COMMUNITY CENTER

The Boulder Jewish Community Center's [Boulder JCC] mission is to provide programs and services based in Jewish values and traditions in a place where people of all ages and backgrounds gather to connect, exchange ideas, learn, and grow. The Boulder JCC is recognized for its innovative approaches to community engagement with the next generation and families through meaningful experiences and philanthropy.

The Boulder JCC recently completed building its new 52,000 square foot facility sitting on a beautiful 10-acre campus in East Boulder. As a community convener and one of the central addresses of Jewish life in Boulder County and beyond, the Boulder JCC prides itself on offering a wide array of community programming including one of the best Boulder preschools, day camps, after school classes, and arts and culture programs serving infants, toddlers, youth, families, teens, young adults, and adults. The new Boulder JCC further fulfills its mission by being a primary destination for all of Boulder County as a place for meetings, celebrations, fundraisers, and other community events.

The staff at the Boulder JCC is hard working, collaborative, passionate, and committed to mission. The team is driven by a desire to serve the community broadly and deeply. The organization continually strives to improve its delivery of content and services with a focus on its values. The Boulder JCC endeavors to hire individuals who are committed to the JCC's values, believe in the power of community and want to help grow a dynamic organization.

JOB SUMMARY

The Special Events and Development Manager reports to the Senior Director of Development and External Engagement (SDDEE) and is responsible for sourcing, cultivating, and stewarding donors for the BJCC. The Special Events and Development Manager will have responsibility for managing several of the BJCC's fundraising initiatives, including individual donor programs and campaigns, as well as events. The Special Events and Development Manager will work with the Development team to ensure that development processes are implemented and effective.

KEY RESPONSIBILITIES

Special Events and Development Strategy Support

- Plays a key role in implementing the development strategy, including taking ownership of critical elements, including campaigns and events

- Supports SDDEE in sourcing, analyzing, cultivating, soliciting and stewarding prospective donors
- Assumes responsibility for the current and further development of a portfolio of donors with specific development goals
- Works in collaboration with the Development team to ensure successful events and initiatives
- Partners with the Marketing team to execute communications consistent with BJCC messaging priorities
- Serves as ambassador for BJCC in all actions

Special Events and Development Management

- Manages key development processes, including gratitude process, processes around donor appeals and communications, and data management oversight
 - Works closely with the Development Coordinator to ensure data management is seamless and is that the data is fully reconciled with Finance

SKILLS AND QUALIFICATIONS

- Bachelor's Degree
- Five or more years of fundraising experience, preferably in a program-oriented non-profit environment
- Some Working knowledge of tax laws that impact charitable giving, personal assets, and estates
- Demonstrated success in reaching increasing fundraising goals
- Ability to work independently and collaboratively
- Strong interpersonal skills
- Excellent oral and written communication skills
- Highly organized and efficient
- Ability to manage multiple high-priority projects and deadlines
- Ability to respect the need for confidentiality
- Strong knowledge of Microsoft suite and DonorPerfect software

Salary: \$50,000 - \$60,000 or commensurate with experience

Qualified applicants: please send a letter of interest and a current resume by email to jobs@boulderjcc.org. Thank you.