

**AJC****American Jewish  
Committee****Boyden Executive Search Contact**Wendy Wilsker | 781.572.5703 | [wwilsker@boyden.com](mailto:wwilsker@boyden.com)Jill Coran | 617.548.6447 | [jcoran@boyden.com](mailto:jcoran@boyden.com)**The Organization**

Founded in 1906, AJC seeks to enhance the well-being of the Jewish people and Israel, and to advance human rights and democratic values in the United States and around the world. Among Jewish advocacy organizations, AJC is the leader in the global arena. The organization is known for their unparalleled access to diplomats, government officials, and faith leaders in more than 100 countries. In addition to AJC's New York headquarters and Office of Policy and Diplomatic Affairs in Washington, D.C., AJC has offices across the U.S. and around the globe and maintains partnerships with Jewish communities worldwide.

**Position Summary**

The Development Director makes an impact at AJC by developing and overseeing strategies for enhancing development campaigns, initiatives, and events to secure financial resources to support the agency's mission and activities. Working with autonomy, this position is responsible for identifying, researching, cultivating, engaging, soliciting, and stewarding existing donors and new prospects, managing fundraising events, and serving as a Development advisor and subject-matter expert. This position is accountable for expanding the scope and impact of development initiatives.

The Development Director does all of this while adhering to AJC's core values: **Respect, Teamwork, Integrity, Excellence, and Accountability.**

**Primary Responsibilities**

- Lead the development and execution of the department's strategy, goals, objectives, and action plans
- Develop, oversee, and facilitate fundraising campaigns, programs, events, and initiatives
- Identify, research, cultivate, engage, solicit, and steward existing donors and new prospects
- Collaborate with and manage the work of Boards, committees, task forces, or working groups
- Manage and mentor team staff
- Leverage resources to help build awareness of and support for the AJC and department initiatives
- Oversee and maintain accurate financial records and budgets for development-related programs and events
- Create reports and analyze department activities, metrics, and impact
- Advise, and support assigned Departments or Regional Offices with development strategies, activities, initiatives, and processes
- Develop relationships with and engage strategic contacts, groups, and organizations

- Design and disseminate reports and marketing resources to cultivate donor interest and secure funding

### **Education, Training, and Experience**

- Bachelor's degree
- 5-7+ years of related work experience

### **Knowledge, Skills, and Abilities**

- Passion for the mission, goals, and objectives of AJC
- Committed to AJC's core values: respect, teamwork, integrity, excellence, and accountability
- Fundraising experience
- Demonstrates professionalism and high standards of conduct
- Ability to work collaboratively with individuals from diverse backgrounds
- Excellent communication skills (written, verbal, and listening)
- Public speaking with various audiences and the media
- Strong organization and time management skills, including the ability to set priorities and meet deadlines
- Excellent attention to detail and follow-through
- Capacity to multitask and work in a fast-paced and changing environment
- Commitment to continuous learning and improvement
- Ability to handle sensitive and confidential information with discretion
- A customer service orientation and skill in establishing and strengthening relationships with stakeholders
- Demonstrates excellent judgment and the ability to make appropriate decisions
- Skilled in conducting thorough research
- Ability to identify problems and opportunities, evaluate alternatives, and implement solutions
- Demonstrates financial literacy and the ability to contribute to the fiscal health of the organization
- Willing and able to work outside of standard working hours, including early mornings, evenings, and/or weekends
- Proficient in Microsoft Office (Word, Excel, Powerpoint, and Outlook), Google Suite applications, and Zoom
- Ability to direct, motivate, and develop individuals and/or teams

### **Benefits**

Comprehensive benefits package includes:

- Medical, vision, and dental plans
- Flexible Spending Account options
- Generous Paid Time Off (PTO) - 15 vacation days per year, that increases with continued employment
- Paid Holidays (many Federal and major Jewish Holidays)
- 403(b) participation, after one year of employment
- Transit plan

**AJC is an Equal Opportunity Employer.**

**Boyden Contacts**

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**About Boyden**

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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