

**AJC****American Jewish
Committee****Boyden Executive Search Contact**Wendy Wilsker | wwilsker@boyden.comSara Swisher-Anderson | sanderson@boyden.com**About AJC**

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 Director of Development will make 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 leader and subject-matter expert. This position is accountable for expanding the scope and impact of development initiatives, within the Los Angeles region.

This role is responsible in growing a multi-faceted development campaign that engages the many sectors of the greater Los Angeles region, including entertainment, real estate, legal and financial services. Additionally, because AJC's Los Angeles office services several states, this is an opportunity to develop a leadership and donor pipeline across the Pacific Southwest region. The potential to bring AJC's resources and expertise to new audiences, and enlist their philanthropic support is limitless.

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

Duties and Responsibilities

- Lead the development and execution of the assigned region's/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 assigned team staff, if relevant

- Leverage resources to help build awareness of and support for the AJC and Development 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
- Minimum of 10 years of related work experience

Knowledge, Skills, and Abilities

- Passion for the mission, goals, and objectives of AJ
- Committed to AJC's core values: respect, teamwork, integrity, excellence, and accountability
- Fundraising experience
- Ability to work collaboratively with individuals from diverse backgrounds
- Excellent communication skills (written, verbal, and listening)
- Strong organization and project management skills, including the ability to set priorities and meet deadlines
- Capacity to multitask and work in a fast-paced and changing environment
- 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

Compensation

Salary Range

The salary range for this position is \$170,000 to \$180,000 dependent on relevant experience.

Benefits

Regular Full-time employee benefits:

- 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)
- Hybrid work schedule

- 403(b) participation, after one year of employment
- Transit plan

**After applicable waiting or probationary periods have been met*

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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