

**AJC****American Jewish
Committee****Boyden Executive Search Contact**Wendy Wilsker | wwilsker@boyden.comLisa Vuona | lvuona@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 Miami and Broward counties.

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

Duties and Responsibilities

- Develop and implement strategies for building and strengthening AJC's presence in Broward and Miami, including collaborating with lay leaders, deploying other development staff, building committees, planning parlor meetings, developing a prospect pipeline, facilitating and overseeing outreach and fundraising events, and recruiting for overall AJC programs;
- Identify, cultivate, solicit, and steward major philanthropic prospects, with an emphasis on securing gifts of \$25,000 to \$1,000,000;
- Serve as lead development professional for Broward County, including building an expansion strategy and timeline, guiding the creation of advisory councils, engaging lay leaders and securing new gifts from new donors;

- Manage and coach a team of four development professionals including two Associate Development Directors, a Development Coordinator, and a Senior Associate;
- Create and manage a portfolio of major donors/prospects and ensure they remain engaged by connecting them to appropriate local and national opportunities, events, and missions with an emphasis on Broward County;
- Consult, advise, and coordinate major gift strategies with the local development team, as well as with National Development;
- Utilize all tools for an effective major gifts process including targeted parlor meetings, solicitation strategies, and moves management;
- Promote local AJC Miami and Broward and national programs to foster donor engagement and support, including donor recognition societies, missions, leadership development programs and AJC's annual Global Forum;
- Initiate planned giving opportunities, including coordinating follow-up with AJC's national planned giving office, and identifying and enrolling planned giving prospects;
- Perform other job-related duties as required.

Education, Training, and Experience

- Bachelor's degree (Master's degree preferred).
- Minimum of 12 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.
- Demonstrates professionalism and high standards of conduct.
- Excellent communication skills (written, verbal, and listening).
- Excellent public speaking skills with various audiences and the media.
- Knowledge and comfort with all aspects of fundraising, including event-based fundraising (ability to conceive and execute events), major gifts, one-on-one solicitation, cultivation, and prospect research.
- Knowledge and experience fundraising within Broward County.
- Experience with major donor management and direct solicitations.
- Experience working closely with lay leaders and leadership development and individuals from diverse backgrounds.
- Ability and desire to work with colleagues to build consensus around fundraising strategies and tactics.
- A collaborative approach to working with local and national colleagues to maximize the effectiveness of projects and programs.
- Ability to look at a challenge from a variety of perspectives and develop creative approaches.
- Strong organizational, time management, and project management skills with the capacity to comfortably handle a large work volume.
- Outstanding organizational skills and ability to manage multiple priorities in a fast pace and changing environment.
- Able to work occasional evenings and weekends, and to travel occasionally.
- Sense of humor and strong desire to add to a culture of collaboration and feedback.
- Proficiency in Raiser's Edge or equivalent fundraising software, Google Docs, and Microsoft Office / Excel.

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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