



Temple Beth Elohim בית אלהים

Boyden Executive Search ContactWendy Wilsker | 781.572.5703 | wwilsker@boyden.com**Position Summary:**

The Director of Philanthropy serves as a key member of the leadership team. Coming in at a critical time for the organization, this role will help drive the strategic direction of Temple Beth Elohim as we embark upon a ten-year strategic plan. The Director will be an active participant in helping drive philanthropic priorities and oversee funding for initiatives that align with our immediate and long-term planning needs. A strong and successful candidate will have seven or more years of development and fundraising experience.

The Director of Philanthropy oversees TBE's entire philanthropy portfolio, including the cultivation, solicitation, and stewardship of fundraising activities for the Annual Fund (TBE Fund) and restricted gifts and development operations. This role oversees the endowment board and development committee and is responsible for planned giving, cultivation events, and the annual fundraiser.

Key Goals:

- Sustaining the annual fund (currently \$1M).
- Cultivating, soliciting, and closing additional leadership gifts for key vision-based initiatives including endowment, campaigns and/or capital projects.
- Devising further stewardship plans for the capital campaign donors to include stewardship reports, stewardship gifts, stewardship public name display.
- Developing and maintaining ongoing relationships with major donors and ensuring existing gifts are stewarded.
- Rebooting TBE's Planned Giving Program over the next five years.
- Overseeing the Tzedakah Fund portfolio (\$1M) and micro appeals for the annual Book of Remembrance, various sponsorship opportunities, and memorial plaques.
- Overseeing the temple's Endowment Board and Development Committee.

Responsibilities:

- Oversees a \$2M+ philanthropy portfolio which requires cultivation, solicitation, and stewardship activities to sustain TBE's annual goals and achieve long-term strategic plans.
- Supports and partners with TBE Board members and the VP of Development to scope and achieve yearly philanthropic objectives and financial goals.
- Works with temple members to ensure that community fundraising initiatives align with TBE's development priorities.
- Manages TBE's annual fundraiser - In 2025, we expect this will be a community event that honors the 25th Anniversary of our Senior Rabbi.
- Builds and manages a yearly donor recognition program that includes member cultivation events, dedication events, parlor meetings, and other programs.
- Supervises a full-time Development Associate.

- Works in partnership with marketing and program staff to ensure fundraising messages and program sponsorships are incorporated across all relevant channels (Eblasts, Flyers, Print Bulletins, Program Booklets).
- Designs and updates all fundraising collateral content (the Annual Appeal, website, eblasts, donation pages, acknowledgments, content for the bulletin, and other materials as needed).

The Director of Philanthropy will:

- Manage Development Associate,
- Serve as the staff liaison to the Endowment Committee,
- Attends Board of Trustees meetings,
- Attends Leadership Council meetings,
- Attends Finance Committee meetings,
- Lead the Development Committee (currently this is an ad-hoc committee that meets 3-4x/year).

Qualifications:

- Bachelor's degree.
- Seven or more years of experience in fundraising in a values-based, mission-driven non-profit.
- Strong management skills.
- Proficient in Salesforce or similar system - responsible for partnering with the Systems Analyst and our Director of Finance to create a new system of record for TBE that will ultimately track and report the full development lifecycle process, including affinity data, wealth screening, prospecting, outreach, and relational information.
- Creative, innovative thinker and proven writer.
- Strong collaboration skills.
- Proficient with development research tools and search engines.
- Independent worker, ability to multitask.
- Available evenings and weekends to participate in meetings and events.
- Occasional travel to Cape Cod and Florida and other places to host member events and parlor meetings.

Overview and Purpose:

The Development Office is charged with raising over one million dollars a year in donations by coordinating direct solicitations, grassroots appeals, large and small events, and parlor meetings). The office also partners with the Temple Board, the VP of Development, and Leadership to identify and solicit major gift opportunities for other restricted institutional priorities.

TBE is a vibrant and thriving community - in addition to TBE's annual campaign, TBE's fundraising portfolio also includes an additional \$1M/year to fund special learning, Tzedakah, and Tikkun Olam initiatives (repairing the world) projects, including programs to support TBE Table, Immigration Resettlement, Social Justice, and Racial Justice work. The Director of Philanthropy will play an instrumental role in rebooting the temple's endowment. TBE's planned giving program is the Dor V'Dor Society will be a primary area of focus in the next two years and has tremendous opportunity for growth.

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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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