

**AJC****American Jewish
Committee****Boyden Executive Search Contact**Wendy Wilsker | wwilsker@boyden.comTamar Copeland | 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 Director of Engagement and Advancement makes an impact at AJC by developing and overseeing strategies for engaging potential leaders through 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 strategic development advisor to staff and lay leadership and subject-matter experts. This position is accountable for expanding the scope and impact of development initiatives in the greater DC region.

The Director of Advancement & Engagement 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 region's development 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;
- Ability to direct, motivate, and develop individuals and/or teams;
- Collaborate with and manage the work of committees, task forces, or working groups related to development;
- Manage and mentor development team staff including goal setting, performance management and coaching;
- Support the regional director and lay leaders in solicitation and stewardship plans for highest level contributors;

- Leverage resources to help build awareness of and support for the AJC and regional initiatives;
- Oversee and maintain accurate financial records and budgets for development-related programs and events;
- Create reports and analyze department activities, metrics, and impact;
- Manage all aspects of development related programs and events;
- Collaborate with Regional Director on all events and programs;
- Develop relationships with and engage strategic contacts, groups, and organizations;

Education, Training, and Experience

- Bachelor's degree (Master's degree preferred)
- 8-10+ years of related nonprofit development 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;
- Extensive Fundraising experience with confirmed gift solicitation and closing of 5 and 6 figure gifts;
- Works collaboratively with individuals from diverse backgrounds;
- Excellent communication skills (written, verbal, and listening);
- 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;
- Excellent judgment and decisiveness;
- Skilled in conducting thorough research;
- Ability to identify problems and opportunities, evaluate alternatives, and implement solutions;
- 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.

The salary range for this position is \$160,000 to \$175,000, depending on relevant experience.

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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