

**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**

AJC Chicago is seeking a visionary and innovative Director, Advancement & Engagement to lead the Midwest region's expansion and fundraising success in the Chicago metropolitan area and surrounding states. An established leader, talented coach, and creative fundraiser will work in close partnership with AJC Chicago's Regional Director to transform the giving landscape in the Midwest, raise visibility for AJC and its critical global advocacy mission, and help guide and elevate the Chicago development team to new professional heights.

In this pivotal moment for the Jewish community, the AJC Chicago office is looking for a problem-solver who can lean on their wealth of experience to expand AJC's presence, particularly among mid- and major-gift level donors in the Chicagoland region and apply their strategic thinking to expand AJC's presence in three additional midwestern markets. This leader will function as a true partner with the Regional Director and be given the freedom to creatively reimagine a new way of fundraising, friendraising, and increasing visibility for AJC in the Midwest.

The ideal candidate takes an entrepreneurial approach and will build on the region's stable foundation, drive the \$3.2 million annual campaign, expand revenue streams, and ensure a healthy donor pipeline for a dynamic future.

We are seeking candidates with a proven track record managing a high-performing team. Leading with kindness, authenticity, and joy, as well as a passion for coaching, mentoring and professional development will be among the top personal qualities the Director of Advancement & Engagement will bring. The Director of Advancement & Engagement will foster a culture of creativity and new ideas and approaches to fundraising. They will bring a spirit of entrepreneurship, accountability and a passion for people and mission.

As a member of the Chicago Leadership Team, the Director of Advancement & Engagement will be a strategic

partner to the Regional Director and the Board. The Director of Advancement & Engagement will bring a vision for effective engagement and cultivation of donors, beyond events. AJC Chicago is open to innovation and entrepreneurial initiatives to engage the next generation of donors and leaders.

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

### Primary Responsibilities

- Envision and implement a comprehensive plan for managing and growing an approximately \$3.2M annual campaign;
- Manage a growing portfolio of donors and solicit new and increased gifts;
- Coordinate efforts with the Regional Director and National Development office to increase focus on \$25k+ annual major gifts;
- Utilize all tools for an effective major gifts process including Donor Recognition societies, targeted parlor meetings, solicitation strategies, and moves management;
- Oversee planned giving and foundation initiatives including coordinating with AJC's national planned giving office and identifying and cultivating foundation prospects;
- Cultivate, steward, and enhance the relationships lay leaders and current donors have with AJC, inspiring them to increase their commitment and giving;
- Advise and support solicitation efforts of the AJC Chicago Regional Director;
- Supervise, mentor, and provide guidance to a team of four made up of two Assistant Directors, an Alexander Young Leadership Associate, and a Coordinator;
- Advise and support local program staff's portfolio management and coordinate with them to ensure donors are engaged and aware of the breadth of AJC's impact;
- Manage AJC Chicago's leadership cultivation efforts and nominations process;
- Mentor new leaders to maximize their leadership and giving potential;
- Design and support an Advancement and Engagement Committee to assist with development and increase lay leader involvement;
- Strategize, solicit honorees, and produce exceptional virtual, hybrid, and/or in-person honoree events in coordination with the Advancement & Engagement team;
- Perform other tasks needed to support overall office effectiveness.

### Qualifications

The ideal candidate has an extensive knowledge of, and a strong commitment to, Jewish issues and the objectives of AJC. The ideal candidate is an experienced development professional with a proven track record of fundraising success and significant experience in major gifts, corporate and special events, and general campaign management. They are a goal-oriented planner who is accustomed to developing strategies and following through on them. Other qualifications include the following:

- Bachelor's degree required and a minimum of 7 years related professional experience that includes roles as an organizational leader, fundraiser, and manager
- Passion for AJC's mission
- Goal-oriented campaign strategist who can create and execute a multi-faceted vision and plan for increased financial resource development results
- Extensive experience with major donor management and direct solicitations

- Past experience working closely with lay leaders and leadership development in a non-profit setting
- Self-directed leader who can work independently and collaborate with professional colleagues and volunteer leadership
- Flexible, creative, and strategic thinker able to develop sophisticated new ways to engage potential and existing donors and create new giving opportunities and programs
- Takes and conveys pride in individual and team successes
- Strong organizational, time management, and project management skills with the capacity to comfortably handle a large volume of work
- Ability to creatively and proactively solve problems
- Successfully lead, manage, and work on multiple projects simultaneously, with multiple parties, to advance AJC's work
- Knowledge of and ability to manage data and develop, implement, and oversee budget
- Sense of humor and strong desire to add to a culture of collaboration and feedback
- Excellent written and oral communication skills
- Familiarity with the greater Chicagoland area and demographics
- Experience overseeing large fundraising events preferred
- Flexibility with schedule (occasional mornings, evenings, and weekends)
- Proficiency in Raiser's Edge and Microsoft Office, particularly Excel

### **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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