



Job Posting

Job Title: Chief Development Officer

Classification: Exempt/Full-time/Salaried

Reports to: Chief Executive Officer

Summary/objective: The Chief Development Officer of the Jewish Federation of Greater New Orleans (Federation) will be responsible for developing and overseeing the execution of a high-level strategic plan for fundraising. The Chief Development Officer will oversee and drive the entire Financial Resource Development (FRD) for the organization and will lead the effort to identify, cultivate, solicit, and steward the annual campaign, major donors, planned giving, sponsorships and grant writing.

Essential Functions:

- Expand on our track record of fundraising success
- Find creative avenues for growth
- Have a passion for both fundraising and stewardship, matched by extensive knowledge of these respective crafts
- Reimagine Federation's philanthropic capabilities and infrastructure, with a focus on end-to-end, donor-centric solutions
- Drive financial resource development growth
- Work closely with the Chief Executive Officer (CEO) and Chief Operating Officer (COO) to execute a clear vision and strategy
- Work with staff to oversee sponsorship and grant opportunities, as well as legacy and supplemental giving opportunities - and match our members of the New Orleans Jewish community to their philanthropic passions
- Articulate confidently the Federation's mission and vision
- Bring visionary fundraising leadership, marked by a solid track record of development planning and major portfolio management
- Develop and execute a long-range strategy for increasing private philanthropic support, with attention to meeting annual financial targets
- Have a resume demonstrating your ability to identify, cultivate, solicit, steward, and secure charitable funds in New Orleans' multilayered Jewish community
- Join a culture in which shared passions for the mission, excellence, transparent collaboration, respect, performance measurement, and accountability are guiding principles
- Possess the professional maturity, stature, and flexibility to build productive relationships and alliances

- Have the proven ability to creatively engage, motivate, and thank donors and prospects and inspire confidence from internal and external constituencies
- Other duties as assigned

Dealings with Board and Senior Staff Leadership:

- Together with senior staff, educate and train campaign volunteer leadership, board members and staff on donor identification, cultivation and effective stewardship
- Work with the CEO and COO to ensure campaign volunteer leadership and board members are engaged and energized by their association with Federation, and provide information as needed on donor cultivation, fundraising techniques, sponsorship opportunities and planned giving tactics
- Attend board meetings and board committee meetings and report on development activities as needed
- Serve as an ambassador for the organization, articulating our mission to constituents, partner organizations, and potential funders
- Collaborate closely with our partner organization, JEF, to coordinate planned giving strategies
- Develop and produce regular financial and fundraising reports for the CEO, COO, and the Board of Trustees that crystallize our financial progress and evaluate our trends in fundraising activities

Strategic Philanthropy:

- Develop and implement an integrated Financial Resource Development (FRD) model, including major and planned giving (in collaboration with our partner organization, the Jewish Endowment Foundation of Louisiana (JEF), which supports the mission of our organization
- Evaluate current event planning strategy and offer a fresh perspective to modernize our approach
- Build replicable processes for stewarding donor prospects, including astutely matching donors based on their areas of interest and our programs and initiatives
- Identify and implement new revenue streams with a focus on sustainable, unrestricted gifts
- Enhance donor understanding of our mission and increase investment in our work
- Lead planning and execution of Federation's fundraising and philanthropic outreach, which supports operations, programs, and pass-through giving/allocations
- Develop opportunities for supplemental gifts to support specific Federation programs and activities
- Cultivate new strategies to broaden and deepen engagement of the next generation of Jewish philanthropists
- Craft relationships with a personal portfolio of major donors

Competency:

- Direct experience creating and executing annual campaigns and long-term affinity and alliance
- programs
- Direct experience soliciting and cultivating donors

- Keen knowledge of philanthropic trends across all aspects of charitable giving
- Proven ability to lead, manage, and work independently with accountability
- Excellent written and verbal communication skills
- Expert ability in Microsoft applications
- Understanding of social media best practices and basic graphic design knowledge
- Proven understanding of data analytics, including applicable software and other measurement tools – including CRMs
- Excellent time management and prioritization skills
- Ability to work collaboratively with other staff

Supervisory responsibilities: Supervises the Development & Grant Manager and the Office Administrative Coordinator

Work environment: Strong team culture and brainstorming sessions with competent staff; there is respect by lay leaders and staff for sick and vacation time, as well as Jewish holidays

Salary & Benefits: The salary for this position is \$85,000-\$95,000 annually; the work week is 34 hours: Monday-Thursday 9a.m.-5 p.m. and Friday 9a.m.-4 p.m. with an hour of unpaid lunch; with additional hours spent at evening and weekend events; Jewish and some Federal holidays off; 15 vacation days and 10 days sick; 401K; life insurance; long-term disability insurance; health insurance (Federation pays 80% for the employee); complimentary family membership to the JCC; flexible medical spending plan; 4 days a month remote option available after 3 months

Please send a resume with a cover letter to staffing@jewishnola.org