



Senior Development Officer, Mid-level & Donor Discovery

American Jewish World Service (AJWS)

Remote – US-based (NY-Metro Area)

*This role is flexible in nature, having some responsibilities that can be performed virtually from a home office and some responsibilities that must be performed near an AJWS donor center.

Salary: \$77,000–\$100,250

The Organization

American Jewish World Service (AJWS) is the leading Jewish organization working to fight poverty and pursue justice in Africa, Asia, Latin America, and the Caribbean. By supporting hundreds of social change organizations in 14 countries, we respond to the most pressing issues of our time—from disasters, genocide, and hunger to the persecution of women and minorities worldwide. With Jewish values and a global reach, AJWS is making a difference in millions of lives and bringing a more just and equitable world closer for all.



Overview of Team

The Development Division at AJWS is responsible for raising the revenue that supports AJWS's grantmaking and advocacy. The Division includes the following departments: Institutional Giving, Major Gifts and Planned Giving, Development Operations and Donor Engagement. Members of the Division partner closely with the Communications and Marketing, Programs, Finance and Administration and People and Culture teams, as well as the Executive Office and Board of Trustees, instilling a culture of philanthropy across the organization. The Division is responsible for cultivating, stewarding and soliciting donors, building a deep connection and commitment to our work for our supporters.

The Position

Working as a member of a high-performing Development Operations team, Senior Development Officer, Mid-level & Donor Discovery (SDO, MDD) will identify, cultivate, steward and solicit a national portfolio of current and prospective donors to build the donor pipeline to achieve and surpass fundraising targets and goals. The SDO/MDD reports to the Prospect Development Manager as part of the Development Operations Team.

Every team member of the Development Division contributes to achieving our annual fundraising goal.

Travel Required.



Responsibilities Include But Are Not Limited To:

- Support building the AJWS donor pipeline through discovery and midlevel donor programs.
- Manage a portfolio of mid-level individual donors and prospects
- Manage a formal mid-level giving program, design and refine strategy and increase retention
- Develop clear short-term and long-range plans for the portfolio that are both realistic and challenging
- Conduct prospect research to identify major donor prospects
- Prioritize donors with highest return on investment (ROI) to build pipeline for major gifts prospects and managed mid-level donors
- Strong ability to speak and write articulately about AJWS its mission, policies, culture, values, history, key stakeholders, programs and finances
- Draft and edit written materials to donors and prospects including stewardship, cultivation and solicitation emails, proposals and reports
- Establish trust, maintain strong relationships and develop partnerships with AJWS stakeholders
- Collaborate with divisional colleagues on events, stewardship activities and database reports
- Stay abreast of philanthropic, economic, social, and community trends related to AJWS

Additional Qualifications

- Bachelor's Degree
- Minimum 2-3 years of experience in major gifts fundraising and/or membership programs, including direct solicitation, within complex and dynamic mission driven nonprofit organizations
- Demonstrated achievement identifying, cultivating, soliciting and stewarding donors
- Demonstrated experience designing and implementing fundraising initiatives
- Significant experience maintaining strong relationships internally and externally
- Proven ability to conceptualize and describe funding needs in a compelling way
- Knowledge of Salesforce or a similar database
- Familiarity with donor research and screening tools (iWave or similar)
- Outstanding verbal and written communication skills
- Track record of creative problem-solving, setting and meeting goals, strategic thinking, resourcefulness, and ability to meet strict deadlines
- Passion for and commitment to AJWS's mission and values.
- Ability to travel nationally and internationally

Preferred Qualifications:

- Experience working in a Non-Profit setting
- Global human rights knowledge
- Knowledge of, and comfort with, the Jewish community

COMPENSATION AND BENEFITS

Salary

This role offers a competitive salary range of \$77,000 - \$100,250.

Benefits

- AJWS is committed to a salary framework that aligns with our culture and values. The compensation range reflected is in alignment with our framework and individual pay decisions will vary based on skills and experience while still allowing for growth.
- Paid Time Off: 15-22 Federal and religious holidays off each year in addition to generous vacation and sick days;
- Full health benefits coverage with minimal contribution by employees;
- 403(b): 4.75% company match (safe harbor);
- Flexible Spending Account and Commuter Benefits;
- Workplace flexibility and generous leave policy.

ADDITIONAL CONSIDERATIONS

Black, Indigenous and People of Color; Lesbian, Gay, Bisexual, Intersex, Trans and Gender nonconforming people; women; and differently abled people are encouraged to apply. We also encourage applications from people of diverse religious, spiritual, and cultural backgrounds.

As an organization committed to promoting social justice around the world, it is essential that we incorporate a diverse, equitable and inclusive lens into all aspects of our work at AJWS. We encourage applicants with a global perspective and a commitment to values around diversity, equity, and inclusion to apply.

AUTHORIZATION TO WORK IN THE US IS REQUIRED.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above.

Patrick Key
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[Submit an application](#)