



Job Vacancy Announcement

Assistant Director of Development (Exempt, F/T with hybrid option)

The *Jewish Council for the Aging (JCA)*, located in Montgomery County, Maryland helps the wider community thrive by providing programs and services that support older adults and their families and build bridges across generations. Our focus includes:

- Empowering independence for seniors through transportation and employment programs.
- Offering solutions to families seeking information and support around aging through our Senior HelpLine and Medicare information services as well as our Kensington Clubs for people with early-stage dementia.
- Building caring connections across generations, through our Interages® Center that connects seniors with K-12 students.

Last year JCA directly served more than 6,000 people and indirectly touched at least 15,000 through social media, the website, and the Senior Resource Guides published in *Washington Jewish Week*. JCA serves seniors of all faiths, races, ethnicities, and income levels throughout the Washington region.

Job Title: Assistant Director of Development

Hours: Full-time

Salary Range: \$65-70K

Work From Home Option: Up to 3 days/week

Job Summary

Reporting to the Senior Director of Development and Communication, the Assistant Director of Development is responsible for donor cultivation and communication activities designed to meet the Development Department's \$1.4 million annual fundraising goal.

GENERAL RESPONSIBILITIES/DUTIES:

- Assist with major gifts program, including identifying, cultivating, and soliciting major donors.
- Lead in-person and virtual tours of JCA, conducting follow-up calls with guests, recruiting volunteers to host future tours, and keeping detailed notes.
- Assist with coordination of fundraising and donor cultivation events.
- Develop content for direct mail and other fundraising communications to advance JCA's fundraising and improve JCA's overall visibility and identity with donors.
- Keep accurate records of all donor contacts in donor database.
- Work collegially with other JCA staff to promote JCA's mission.

- Perform other duties as assigned.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- B.A. or equivalent experience
- 2+ years related experience (could be from previous jobs, internships and/or extracurricular activities) and can include fundraising, marketing, and/or sales experience
- Experience with some fundraising basics (annual giving, major gifts, special events, corporate/foundation fundraising, donor relations)
- Superior written and verbal communication skills
- Ability to connect easily with others and listen attentively
- Being highly organized, with the ability to multi-task and be flexible/adaptive
- Demonstrated ability to work independently and as part of a team
- Ability to work occasional evenings and weekends as needed
- Demonstrated interest in helping others
- Proficiency in Microsoft's Word required and experience with Excel, PowerPoint, and Office 365/Teams preferred.

PREFERRED:

- Direct mail fundraising experience or related demonstrated persuasive writing skills
- Familiarity with the local/ Jewish philanthropic space
- Passion for older adults/aging

Compensation and Benefits JCA offers a competitive compensation and benefits package including a 403(b); 100% company-funded Defined Contribution Retirement Plan after 2nd year; health and dental plans available to those working 20 hours or more weekly; life insurance; paid time off to include company and individual holidays, vacation, and sick leave.

TO APPLY: Email a **cover letter and resume** with subject line of **your last name/Assistant Director of Development** to resumes@AccessJCA.org

JCA believes in equal opportunity for all workers, regardless of age, and that 50+ workers should have a level playing field in their ability to compete for and obtain jobs. Recognizing the value of experienced workers, we have proudly signed the AARP "Work Reimagined Pledge" — a promise to recruit across diverse age groups and to consider all applicants on an equal basis as we hire for positions within our organization.

It is the policy of the Jewish Council for the Aging of Greater Washington, Inc. to prohibit discrimination on the basis of race, sex, sexual orientation, gender, gender identity, gender expression, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, hiring and promotion of its staff. Moreover, reasonable accommodations are available to persons with disabilities during application and or interview processes in accordance with the Americans with Disabilities Act. JCA intentionally seeks diversity in our staff, reflecting the diversity in our community.

Posted April 19, 2022. Open until filled.