



## Chief Development Officer Job Description

**(Full-time, hybrid)**

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 memory loss.
- 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 18,000 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.

For more information about JCA, visit <https://accessjca.org/>.

**Job Title:** Chief Development Officer

**Hours:** Full-time

**Salary Range or Hourly Rate:** \$130K/yr - \$140K/yr

**Work from Home Option:** Up to 3 days/week

### **POSITION**

Reporting to and working in close collaboration with the Chief Executive Officer, the Chief Development and Communications Officer will design and execute a comprehensive development strategy for JCA. The Chief Development and Communications Officer will oversee and execute capital campaigns and ongoing fundraising efforts. They will also form and manage the JCA development team.

## **RESPONSIBILITIES**

**I. Design development strategies for JCA:** Work with the management team to identify funds needed and establish fund-raising goals and approaches. Develop creative strategies to expand fund-raising programs and participation in other communities.

**II. Manage development team:** Assess current development staff roles and plan for any needed changes.

- Identify staffing needs for campaigns and ongoing development;
- Interview candidates and hire team members;
- Oversee development team, once fully built out; and
- Maintain records to meet legal reporting requirements.

**III. Fundraising:** Conduct research, prospecting, and applications to multiple donor sources.

- Manage capital campaigns, engaging and overseeing capital campaign firms as necessary; and
- Coordinate with JCA staff and volunteers to organize, promote, and implement fundraising activities, and evaluate their effectiveness against targets.

**IV. Maintain and continue to build a robust donor base:** Develop and maintain key long-term relationships with donors and prospects. Build on existing donor relationships.

**V. Communicate and train:** Train and mentor development staff and communicate fundraising goals and progress throughout JCA.

**VI. Build awareness** of JCA's mission, programs, and service populations.

**VII. Staffing support for Board Development Committee:** Support the work on the Board of Directors Development Committee, keep the committee well-informed, and engage Board members in development efforts.

## **QUALIFICATIONS**

- **Development/Fundraising:** Proven success in fundraising for a nonprofit with a budget of \$4 million or more. Experience running capital campaigns and success in fundraising from multiple donor channels. CFRE preferred.
- **Personnel Management:** Strong management skills and 5+ years of experience managing and mentoring development staff.
- **Project Leadership:** Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of directors. Experience managing major events.

- **Entrepreneurial Spirit:** Takes initiative and actively seeks to deepen current donor relationships and to forge new ones.
- **Communications:** Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences.
- **Influencing:** Gets others to accept ideas by using convincing arguments, creates a win-win situation and responds appropriately to key stakeholders.
- **Collaboration:** Effective at working with others to reach common goals and objectives.
- **Relationship Building:** Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally.

### **ADA/PHYSICAL REQUIREMENTS**

Fast-paced office environment with extended periods seated or standing at a desk.

High use of computers and other office technology equipment.

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.

**If interested in applying for the position, please send a cover letter, resume, and a writing sample (an example of a successful proposal to a corporate or private prospect – retract any confidential information) to Bernie Peluso, Manager of Talent Acquisition, TaylorMade Experience at:** [Bernie@TaylorMadeExperience.com](mailto:Bernie@TaylorMadeExperience.com).

*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: May 1, 2024. Open until filled.