



## Director of Philanthropy and Community Engagement

### Position Summary

JFS is seeking a creative, experienced and entrepreneurial Director of Philanthropy and Community Engagement to lead a team in implementing the annual fundraising and communications plan and building relationships with current and prospective donors and volunteers.

### JFS

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for 85 years. The agency delivers a continuum of social service programs to the Jewish and broader community, throughout the Lower Mainland. JFS has a long-standing reputation for creative and professional response to community needs. JFS is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

*You do not need to be Jewish to apply - we simply want someone with a heart for people and our mission!*

### Benefits & Compensation

JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits and RRSP matching. This is a full-time position, 35 hours per week. Salary is commensurate with experience.

### Duties and Responsibilities

Reporting to the CEO, the Director of Philanthropy and Community Engagement is a member of the Management Team and is responsible for:

- Strengthening and growing JFS' broad financial revenue areas including direct mail, monthly giving, tribute giving, major giving, endowments, bequests, corporate giving, sponsorship and grants
- Leading budget and strategic planning for three core service departments: Development, Communications and Volunteer Department
- Overseeing design and development of content for print and digital materials is on brand (and kept fresh and relevant) including the website, newsletters (electronic and print); Annual Report; Direct Mail communications and program brochures
- Developing, launching and managing a robust Major Gifts program. Activities include management of a major donor pipeline, donor solicitation, prospect clearance, report and analysis, donor stewardship, booking and attending donor meetings, preparing cases for support and committee work



- Overseeing the planning, execution of major annual fundraising luncheon, including committee work
- Overseeing the growth and enhancement of a robust, integrated and active Volunteer program serving all departments across JFS
- Overseeing data integrity for donation and volunteer databases; overseeing the work on client databases managed by the Database Administrator
- Overseeing stewardship and recognition plan with lead staff for donors and volunteers
- Staying abreast of trends in fundraising, stewardship, marketing, CRM and volunteer engagement
- Serve as subject matter expert on key projects like new programs or initiatives requiring communication, marketing or fundraising expertise
- Assessing KPI's on a regular basis and sharing relevant analytics with CEO, Board Chair and committees
- Various work as Chair, Advisor or SME on committees
- Managing and coaching up to 5 FTE staff and 1 PT
- Attending board meetings and preparing regular activity and revenue reports
- Attending and supporting community events as a representative and ambassador of JFS

### **Requirements**

- Minimum of 5 years Development experience is required; fundraising in the Jewish Community an asset
- Experience in solicitation, special event planning, grant writing, and volunteer management
- Experience in management and mentorship of staff at varying experience levels
- Strong project management skills and solid time management skills
- Diplomatic and works with high level of decorum
- Extensive experience working with Board members and leading volunteer and executive Committees
- Excellent verbal and written communication skills tailored to both internal and external audiences
- Strong interpersonal skills and collaborative working style
- Proven effective ability to work with a variety of stakeholders
- Effective strategist and strong analytics



- Well-developed presentation skills
- Computer and project management and CRM software proficiency (MS Office, RE, Better Impact, Online Express, MailChimp, Asana, Airtable, or the like) and social media platforms (Facebook, Instagram, Twitter, LinkedIn)
- Knowledge of the Jewish community is an asset
- Passionate about making a difference and keen to be part of a strong multi-cultural environment

### **Benefits**

**Work format:** Hybrid.

**Vaccination Policy:** JFS requires that all employees and volunteers are fully vaccinated against COVID-19. Anyone hired after January 1, 2022 will be required to show evidence that they have received at least one dose of the vaccine prior to employment, and we will require that they be fully vaccinated within 30 days of their start date.

**Application deadline:** We are accepting rolling applications until the position is filled.

Check status of the search process here: <https://www.gerardsearch.com/searches.html>

Contact Jocelyn@gerardsearch.com for more information.