



AJC

American Jewish  
Committee**Boyden Executive Search Contact**Wendy Wilsker | 781.572.5703 | [wwilsker@boyden.com](mailto:wwilsker@boyden.com)Holly Wolk | 585.397.0974 | [hwolk@boyden.com](mailto:hwolk@boyden.com)**About AJC**

American Jewish Committee (AJC) is the global advocacy organization for the Jewish people. From world capitals to college campuses, AJC works with leaders across society to stand up for Israel; confront antisemitism, no matter the source; and uphold the democratic values that unite us. In the wake of Hamas' October 7 attack—the worst massacre of Jews since the Holocaust—AJC has mobilized its global network to tackle the unprecedented threats facing world Jewry. Join us. Together, we can shape a new future for Israel and the Jewish people.

**The Department**

The Development team strategically plans, organizes, and executes fundraising initiatives to secure financial support for the organization's mission and activities. This includes cultivating strong relationships with donors, executing events, implementing campaigns, and ensuring effective stewardship of contributions. The Development team collaborates with regional offices to support and improve fundraising operations at the local level, expanding the organization's reach and impact.

**Position Summary**

The Director of Advancement & Engagement, Washington D.C. is a key leader on the senior leadership team and makes an impact at AJC by planning, overseeing, and developing work with significant impact on the organization's mission and goals. This position may manage a small team. The Director will work with significant latitude to solve moderately complex problems and make strategically important decisions impacting the department.

The incumbent develops and oversees strategies for enhancing development campaigns, initiatives, and events to secure financial resources to support the agency's mission and activities, within the region of Washington D.C. Working with autonomy, this position is responsible for identifying, researching, cultivating, engaging, soliciting, and stewarding existing donors and new prospects, managing fundraising events, and serving as a Development advisor and subject-matter expert. This position is accountable for expanding the scope and impact of development initiatives.

The Director of Advancement & Engagement does all of this while adhering to AJC's core values: **Respect, Accountability, Integrity, Innovation, and Collaboration.**

**Duties and Responsibilities**

- Lead the development and execution of the assigned region's/department's strategy, goals, objectives, and action plans.
- Develop, oversee, and facilitate fundraising campaigns, programs, events, and initiatives.
- Identify, research, cultivate, engage, solicit, and steward existing donors and new prospects.
- Collaborate with and manage the work of boards, committees, task forces, or working groups.
- Manage and mentor the Associate Director of Development.
- Leverage resources to help build awareness of and support for the AJC and Development initiatives.
- Oversee and maintain accurate financial records and budgets for development-related programs and events.
- Create reports and analyze department activities, metrics, and impact.
- Advise, and support assigned Departments or Regional Offices with development strategies, activities, initiatives, and processes.
- Develop relationships with and engage strategic contacts, groups, and organizations.
- Design and disseminate reports and marketing resources to cultivate donor interest and secure funding.
- Manage all aspects of development related programs and events.
- Collaborate with Regional Director on all events and programs.
- Direct, motivate, and develop individuals and/or teams.
- Support the regional director and lay leaders in solicitation and stewardship plans for highest level contributors.
- Collaborate in the DC office with national departments and colleagues on programs, meetings and events to engage donors in advocacy.

**Education, Training, and Experience**

- Bachelor's degree (Master's degree preferred).
- Minimum of 10 years of related work experience.

**Knowledge, Skills, and Abilities**

- Passion for the mission, goals, and objectives of AJC.
- Committed to AJC's core values: respect, teamwork, integrity, excellence, and accountability.
- Fundraising experience.
- Ability to work collaboratively with individuals from diverse backgrounds.
- Excellent communication skills (written, verbal, and listening).
- Strong organization and project management skills, including the ability to set priorities and meet deadlines.
- Capacity to multitask and work in a fast-paced and changing environment.
- Demonstrates financial literacy and the ability to contribute to the fiscal health of the organization.
- Willing and able to work outside of standard working hours, including early mornings, evenings, and/or weekends.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook), Google Suite applications, and Zoom.
- Ability to direct, motivate, and develop individuals and/or teams.

**Compensation****Salary Range**

The salary range for this position is \$150,000 to \$170,000 dependent on relevant experience.

**Benefits**

Regular Full-time employee benefits:

- Medical, vision, and dental plans.
- Flexible Spending Account options.
- Generous Paid Time Off (PTO) - 15 vacation days per year, that increases with continued employment.
- Paid Holidays (many Federal and major Jewish Holidays).
- Hybrid work schedule.
- 403(b) participation, after one year of employment.
- Transit plan.
- Competitive Paid Parental Leave.

*\*After applicable waiting or probationary periods have been met*

**AJC is an Equal Opportunity Employer.**

**Boyden Contacts**

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**About Boyden**

Established in 1946, Boyden pioneered the first organized approach to executive search. Boyden has a network of more than 350 professionals in over 75 offices in 45 countries. Worldwide, the Boyden culture is based on professionalism, integrity, high personal partner involvement and a commitment to exceed client expectations.

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