

**AJC****American Jewish  
Committee****Boyden Executive Search Contact**Wendy Wilsker | [wwilsker@boyden.com](mailto:wwilsker@boyden.com)Jill Coran | [jcoran@boyden.com](mailto:jcoran@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. Together, AJC can shape a new future for Israel and the Jewish people.

**Position Summary**

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.

The Director of Development will make an impact at AJC by planning, overseeing, and developing work with significant impact on the organization's mission and goals. This position may have no direct reports or manage a small team. The Director of Development 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, specifically in the areas of financial services and legal industries. 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 Development does all of this while adhering to AJC's core values: ***Respect, Teamwork, Integrity, Excellence, and Accountability.***

### **Duties and Responsibilities**

- Develop and implement event strategies including researching donors/prospects, building committees, identifying honorees, constructing fundraising events, managing expenses of those events, recruiting for overall AJC programs, and guaranteeing proper follow up to build and strengthening AJC's presence in the financial services and legal industries.
- Develop and implement strategies for building and strengthening AJC's presence in the financial services and legal industries, including researching donors/prospects, building committees, identifying honorees, constructing a fundraising event, managing expenses of those events, recruiting for overall AJC programs, and guaranteeing proper follow up.
- In cooperation with AJC's leadership, identify and help recruit appropriate honorees for fundraising events in the financial services and legal industries.
- Develop long-term fundraising approaches for AJC by building relationships with donors in the specific industries and engaging them in AJC's work.
- Act as Development liaison to an International Institute Board (exact Institute to be determined) by providing stewardship to lay leaders, participating in Institute board development and communications, and supporting International Institute colleagues.
- Participate in mission planning with the relevant Institutes.
- Identify, cultivate, solicit and steward annual donors at all levels.
- Liaise with members of marketing, communications and graphic design teams to ensure disciplined and clear messaging at all fundraising events and meetings.
- Support AJC's Regional Offices by providing expertise on fundraising event best practices.
- Stay informed of industry trends in fundraising events and technology.
- Perform other job-related duties as required.

### **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.
- Demonstrates professionalism and high standards of conduct.
- 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.
- 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.
- Fluent in English.

**Compensation****Salary Range**

The salary range for this position is \$140,000 to \$160,000 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

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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