

**AJC****American Jewish
Committee****Boyden Executive Search Contact**Wendy Wilsker | 781.572.5703 | wwilsker@boyden.comShaké Sulikyan | 508.410.1811 | ssulikyan@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.

AJC's Regional Offices connect the local communities with AJC's global advocacy work to enhance the well-being of the Jewish people and Israel. Each regional office maintains the agency's nationwide presence by attracting leaders and donors to AJC, enhancing the organization's influence with key local, national, and international decision makers and stakeholders, implementing advocacy initiatives at the state and local level, and establishing and nurturing relationships.

Position Summary

The Director of Development, Northern California will make an impact at AJC by developing and implementing strategies to elevate philanthropic support from current supporters and broadening the base of donors.

The incumbent will be responsible for the multi-faceted development campaign that engages leadership and major donors, corporations, and foundations. Additionally, because AJC's Northern California office services Utah and Hawaii, this is an opportunity to develop a leadership and donor pipeline across multiple states.

Reporting to the Regional Director and working as part of a highly collaborative team, the Director of Development will also work with autonomy, in 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.

While there are no current direct reports, based on the growth of fundraising initiatives, there may be future opportunities to hire additional fundraising staff.

The Director of Development, Northern California does all of this while adhering to AJC's core values: **Respect, Teamwork, Integrity, Excellence, and Accountability.**

Primary 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.
- 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 assigned team staff, if relevant.
- 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.
- Perform other job-related duties as required.

Education, Training, and Experience

- Bachelor's degree.
- 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.
- 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 \$170,000 to \$195,000 dependent on relevant experience and location.

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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