



### Boyden Executive Search Contact

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### Position Summary

Reporting directly to the Executive Director and serving on the Senior Leadership Team, the Director of Philanthropy will be a strategic, relational, and highly collaborative non-profit fundraiser. The Director of Philanthropy will work closely with the Senior Rabbi, and Temple's Board of Trustees, The Foundation's Board of Trustees and the Philanthropy Committee of the Temple's board to create and implement a sustainable philanthropy program, developing multi-year strategies for annual, capital and planned giving opportunities. The Director will have a keen sense of emotional intelligence with the ability to identify and resolve issues in a timely manner with diplomacy and tact.

The Director of Philanthropy will join a warm and relationship driven culture where engagement and meaningful connection drive all fundraising endeavors. The incumbent will enjoy the opportunity to participate and regularly attend Shabbat services and synagogue/ school programs as well as represent the synagogue in community events. Desired candidates will bring a deep connection and joy to Jewish community and synagogue life, along with a strategic and growth mindset.

### General Responsibilities

#### Fundraising Strategy

- Develop and execute a comprehensive strategic plan to grow:
  - Restricted and unrestricted endowment funds
  - Capital Campaigns and special appeals (High Holidays, etc.)
  - Major donor solicitations
  - Circles of Giving
  - Build strategies and synergies between the temple and schools (jLAB and Innovative School)
- Function as a key strategic partner in determining the timing, planning, communication, marketing, and execution of any potential annual and/or capital campaigns. Collaborate with the Directors of

Communications and Marketing to create and implement effective plans for promoting development initiatives on all available platforms.

- Coordinate prospect identification, research, cultivation, solicitation, and stewardship activities of individuals and foundations in support of major asks for the endowment (cash and planned gifts), and other active campaigns. Recommend and participate in the development of policies and procedures affecting development goals and gift acceptance policy.
- Develop and manage the annual budget for the development department and perform periodic cost and analysis. Work regularly with the billing and membership departments on appropriate communications pertaining to top level donors, including billing statements, pledge payments, and other areas of information which may require customization.
- Manage multiple competing priorities with a positive and enthusiastic approach. Engage with congregational members and other potential donors with sensitivity and professionalism.
- Strategically translate and describe fundraising concepts, ideas, data, and information into presentations to support a growing culture of philanthropy.

#### **Board/Staff Leadership**

- Through thoughtful communication, persuasion and influence, manage and administer all staff and volunteer fundraising activities. Respond promptly to managerial needs; respond to requests for work-product and assistance; strong work ethic and ability to meet commitments.
- Guide campaign chairs, campaign committees, Board of Trustees, clergy, and senior staff to achieve fundraising objectives, with sensitivity and awareness of diversity of ideas/cultural differences.
- Provide training opportunities as needed on relevant topics for lay leaders and professional staff involved in fundraising both in-house and with external or partner resources available.
- Create a pipeline for leadership succession and engagement with a focus on (i) securing chairs and committees for events and campaigns and (ii) building a team of active solicitors.
- Collaborate with President to ensure that the Board of Trustees reaches the goal of 100% participation for all fundraising activities.

#### **Key Characteristics**

- **Emotional Intelligence** – ability to use diplomacy when solving conflict; maintains confidentiality; is adaptable; innovative mindset with a willingness to explore new initiatives.
- **Intellectual Curiosity** – ability to listen and learn from others with respect. Seek clarification and probe for underlying messages; responds well to questions; able to read and interpret both written and oral information.

- **Commitment to Collaboration** – balances team and individual responsibilities; exhibits objectivity, fairness, and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- **Data-driven, analytical-mindset** – willingness to assess projects/programs upon conclusion with key partners to reflect and improve. Determine if the intended impact/goal of the work was achieved and pivot accordingly.

### Qualifications and Education

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of ten years' experience in non-profit fundraising at a senior level, including interacting and partnering with key volunteer leadership and major donors.
- Proven history of soliciting and closing major gift donations of six-figures or more.
- Event planning experience with boutique and large community scale events for 500+ people. Ability to mobilize team members to assist with preparation for large-scale projects and community events.
- Initiative-taker with the ability to learn and perform administrative tasks when assistance is not available.
- Experience of collaborating with other senior staff members.
- Familiarity of the local Jewish community preferred.
- Bachelor's degree required.

## 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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