

Assistant Director of Development

Reports to: Chief Philanthropy Officer
Position Type: Full-Time, Exempt
Location: New York, NY 10017

Currently, IPF staff are working remotely due to the COVID-19 pandemic. Beginning in late fall, we anticipate returning to working in our midtown Manhattan office 2-3 days per week.

BACKGROUND

Israel Policy Forum is an educational and policy organization working to shape the discourse and mobilize support among American Jewish leaders and U.S. policymakers for the realization of a viable two-state solution consistent with Israel's security. We do this by educating political and communal leaders on pragmatic policy ideas to improve Israel's security while maintaining conditions for an eventual two-state solution, and by building consensus in the policy and Jewish communities for these visions and goals. We envision a Jewish, democratic, and secure Israel, and support a strong and enduring U.S.-Israel relationship.

POSITION SUMMARY

Under the guidance of the Chief Philanthropy Officer (CPO), the Assistant Director of Development (ADD) partners with the entire IPF team to execute an aggressive fundraising plan that incorporates new and ongoing initiatives including donor solicitation and stewardship, a recurring giving program, virtual and in-person fundraising and cultivation events, delegation travel to the Middle East, project underwriting, institutional support, and legacy giving.

The Assistant Director of Development will manage the [Leadership Circle](#) individual giving program and work closely with the Communications and Marketing Director to develop and implement cross-platform multimedia appeals. In addition, the ADD will manage live and virtual event logistics, write development copy, and research individual and institutional prospects. Working with the CRM Manager, the ADD will ensure first-rate gift entry, acknowledgment, and tracking systems, and support the Chief Executive Officer (CEO) in his solicitations of lead prospects and donors.

The successful candidate will have meticulous attention to detail and act in an energetic, ambitious, goal-oriented, and creative manner. The candidate will have the ability to work both independently and collaboratively and will also have a talent for organizing and strategically building infrastructure.

MAJOR RESPONSIBILITIES

Individual Giving

- Establish an annual cultivation and stewardship plan/calendar for individual donors including email, social media, print, and events (live and virtual).
- Steward donor relationships by ensuring fulfillment of benefits, along with consistent and creative appreciation activities.
- Conduct prospect research.

- Coordinate content and write internal and external communication pieces including newsletters, brochures, scripts, flyers, sponsorship proposals, etc., working closely with the CPO and the Communications team.
- Work closely with and provide support to the CEO on soliciting major gifts.
- Work with Communications, Program, and Atid (next-gen leadership) teams to maximize prospect and donor engagement.

Institutional Giving

- Oversee and track the grant cycle, including research, proposal writing, reporting requirements, check-in meetings and special requests.
- Help draft grant proposal narratives, letters of inquiry, reports and supporting documents.
- Prepare grant budgets in collaboration with the CPO, program teams, and Chief Operating Officer.
- Help identify, research and cultivate new and lapsed foundation donors.

Events

- Fundraising
 - Implement fundraising for events in partnership with staff, Board members, and other lay leaders.
 - Generate regular reports tracking progress toward goal.
- Execution
 - Partner with the Communications team to create event programs and materials, and help to generate event logistics.
 - Oversee and execute event logistics and timelines in coordination with external and internal partners.
 - Maintain budgets for all events, negotiating and tracking expenses, and processing invoices, purchase order requests, and fulfillments.
 - Provide on-site support at cultivation and fundraising events, which may require evening and/or weekend work.

Development Operations

- In partnership with CRM Manager:
 - Manage fundraising operations including database functionality, record maintenance, data analysis, and gift administration.
 - Ensure all donations are tracked and acknowledged in a timely manner and in compliance with all foundation reporting needs.
 - Utilizing Salesforce database, produce data and reports to evaluate ROI and donor impact.
- Interface with the finance department and ensure timely and accurate reconciliation.
- Prepare agendas and materials for internal and external meetings.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree or equivalent work experience.
- A minimum of 4-6 years prior experience of increasing responsibility in development, with experience in individual giving and special events.
- Proficient with Google Suite and Microsoft Office, particularly spreadsheets, word processing, calendar, and presentation programs; experience with project management tools such as Asana; and comfort with Slack.
- Proficient with using and managing donor databases and integrated marketing platforms. Experience with Salesforce, Pardot, and Campaign Monitor is a plus.
- A "can-do" attitude, ability to learn new skills, thrive in a fast-paced environment, be highly organized without losing sight of larger objectives, and be committed to a Jewish, democratic, and secure Israel.
- Pay exceedingly close attention to detail, have excellent judgment, and have the ability to work in a changing environment. The ability to work on multiple projects simultaneously and prioritize appropriately is a must.
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly around individual and foundation fundraising techniques.
- Excellent organizational, interpersonal, and networking skills with teams, as well as with individuals.
- Ability to maintain a high level of calm and professionalism in all circumstances.
- Ability to initiate and build relationships with a range of constituents, from colleagues, to vendors, to donors, interacting via telephone, in writing, and in person as well as virtually through Slack, Zoom, and email. Strong customer service orientation, with experience in effectively addressing and resolving issues.
- Willingness to perform administrative functions as needed, such as scheduling meetings/travel, tracking correspondence, and routine constituent interaction.
- Ability to work from a fully-connected home office during the COVID-19 pandemic.
- Ability to work occasional nights and weekends, as needed.

COMPENSATION AND BENEFITS

The annual salary range is \$65,000-\$75,000 depending on experience. Israel Policy Forum offers a comprehensive benefits package, including paid time off (vacation, sick leave, Jewish and secular holidays), medical, dental, vision, matching 401K, HRA, FSA, and an annual professional development stipend.

HOW TO APPLY

Please submit a resume and cover letter as a single PDF stating why you want to work at Israel Policy Forum to careers@ipforum.org with “Assistant Director of Development” in the subject line by October 29, 2021. The position will be open until filled, and candidates invited for an interview will be contacted on a rolling basis.

Israel Policy Forum is an equal opportunity employer. We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the qualifications. Israel Policy Forum encourages you to break that statistic and to apply.