

Associate Director of Individual Giving

Reports to: Chief Philanthropy Officer
Position Type: Full-Time, Exempt
Location: New York, NY preferred; remote candidates within the United States may be considered; work must be performed during Eastern Time Zone working hours

Note: Israel Policy Forum's New York office has been working remotely during the COVID-19 pandemic. We expect a return to a part-time in-office schedule in Spring 2022.

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 Associate Director of Individual Giving (ADIG) will support a 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 ADIG's primary responsibilities will focus on the [Leadership Circle](#) individual giving program and managing in-person and virtual donor events. The ADIG will also work closely with the Communications and Marketing Director to develop and implement cross-platform multimedia appeals, draft development copy, research prospects, and ensure all donations are tracked and acknowledged, and be responsible for accurate monthly reconciliations.

MAJOR RESPONSIBILITIES

- Manage individual donor annual cultivation and stewardship plans, including email, print, and in-person and virtual events.
- Steward donor relationships by ensuring fulfillment of benefits, along with consistent and creative appreciation activities.
- Coordinate content and draft donor communications, such as newsletters, brochures, scripts, flyers, sponsorship proposals, etc.
- Conduct prospect research and work collaboratively with program teams to maximize prospect and donor engagement.
- Execute fundraising plans for events in partnership with Board members and other lay leaders and generate regular reports tracking progress toward goals.
- Create event programs and materials (with Communications team), and oversee and execute event logistics and timelines; maintain event budget and track expenses.
- Provide on-site support at cultivation and fundraising events, which may require travel and evening and/or weekend work.

- Ensure all donations are tracked and acknowledged in a timely manner (with CRM Manager and Operations Associate).
- Ensure timely and accurate monthly reconciliation (with COO).

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.
- Knowledge of donor cultivation, solicitation, and stewardship strategies and techniques.
- Proficiency with donor databases; experience with Salesforce is a plus.
- Close attention to detail, ability to manage multiple projects simultaneously, and prioritize appropriately.
- Excellent judgment and decision-making abilities, ability to maintain a level of calm and professionalism and effectively address and resolve issues with a strong customer service orientation.
- Excellent organizational, interpersonal, and networking skills with teams and individuals.
- Ability to thrive in a fast-paced, entrepreneurial environment and be committed to a Jewish, democratic, and secure Israel.
- Ability to work occasional nights and weekends, as needed.

COMPENSATION AND BENEFITS

The annual salary range is \$70,000 - \$75,000 (reflective of a position based in New York, NY), and commensurate with experience and geographic location. 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 stating why you want to work at Israel Policy Forum to careers@ipforum.org with "Associate Director of Individual Giving" in the subject line. 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.