Director of Individual Giving

Reports to: Chief Philanthropy Officer
Position Type: Full-Time, Exempt
Location: New York, NY (New York staff are currently working in person one to three 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

Position reports to the Chief Philanthropy Officer is supported by a Donor Engagement Associate, and benefits from the expertise of the CRM Manager. This position works very closely with Communications, Community Engagement, IPF Atid, and Operations teams.

Under the guidance of the Chief Philanthropy Officer (CPO), and supported by the Donor Engagement Associate (DEA), the Director of Individual Giving (DIG) will support an individual fundraising plan that incorporates new and ongoing initiatives including the launch of a national ambassador committee, donor solicitation and stewardship, a recurring giving program, virtual and in-person fundraising and cultivation events, delegation travel to the Middle East, project underwriting, and legacy giving.

The DIG's primary responsibilities will focus on the Leadership Circle individual giving program, the national ambassador committee, and managing in-person and virtual donor events. The DIG will also work closely with the communications team to optimize development web content and to craft and implement cross-platform multimedia appeals. In addition, the DIG will oversee the Donor Engagement Associate's work to track and acknowledge donations as well as the implementation of monthly reconciliation.

MAJOR RESPONSIBILITIES

- Partner with the CEO, CPO, Board Chair and Development Committee chair to develop and launch a new national committee of IPF ambassadors.
- Manage individual donor annual cultivation and stewardship plans, including appeals and in-person and virtual events.
- Steward donor relationships by ensuring fulfillment of benefits, along with consistent and creative appreciation activities.
- Execute fundraising plans for events and annual appeals in partnership with Board members and other lay leaders and generate regular reports tracking progress toward goals.
- Support board members in their prospecting, cultivation, and solicitation activities.
- Work closely with CPO and Operations Coordinator to implement and track CEO philanthropic activity.
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.

Conduct prospect research and work collaboratively with program teams to maximize prospect and donor engagement.

Draft donor communications, such as newsletters, brochures, scripts, flyers, sponsorship proposals, web and social media copy, etc., and partner with the CEO on his donor communications.

Work closely with CRM Manager to optimize Salesforce tools including moves management and reports.

Oversee DEA donor acknowledgement responsibilities; ensure all donations are tracked and acknowledged in a timely manner (with CRM Manager and DEA) and that monthly reconciliation is timely and accurate (with COO and DEA).

Occasional evening and weekend work is required, as well as potential for national and international travel.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- A minimum of four years relevant experience with progressive responsibility in development, with experience in individual giving and special events. In-person event experience is required.
- Bachelor’s degree or equivalent work experience.
- Knowledge of moves management: donor cultivation, solicitation, and stewardship strategies and techniques.
- Proficiency with donor databases; experience with Salesforce is required.
- Management experience.
- 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.
- Strong written and verbal communication skills, with the ability to edit, proofread, and ensure the accuracy of finished work products.
- Outstanding time management skills with an ability to be responsive to revisions and meet deadlines.
- Demonstrated ability to execute short-term, deadline-driven daily tasks, as well as to manage multiple long-term projects requiring input from and collaboration with others.
- Ability to take initiative, be resourceful, and exhibit a problem-solving mindset, and a desire to learn new skills.
- Ability to thrive in a fast-paced, entrepreneurial environment with a variety of cross-functional departments and build and maintain relationships.
- Commitment to Israel Policy Forum’s mission and the vision of a secure, Jewish, democratic Israel.

COMPENSATION AND BENEFITS

The annual salary range is $90,000 - $115,000 commensurate with 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, commuter benefits, 12 weeks of fully paid parental leave, and an annual professional development stipend.

OTHER INFORMATION
Israel Policy Forum is based in New York, NY. New York staff are currently working in person one to three days per week. Washington, D.C. staff work remotely five days per week.

Israel Policy Forum employees must be vaccinated against COVID-19, with consideration given for medical and religious accommodations.

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 "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. Only candidates invited to interview will be contacted.

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.