

Job Title: Associate Director of Development

Reports to: Director of Advancement

Classification: Exempt

Status: Full-Time

Salary: \$70-\$95k

Job Summary:

The Emery/Weiner School (EWS) seeks an Associate Director of Development to support the mission of the School by developing and administering fundraising campaigns and events, building strong relationships with donors and prospective donors, and cultivating a strong base of philanthropic support in our community.

The Emery/Weiner School is an independent, college-preparatory middle and high school that offers top-ranked academics, educates the whole student, and inculcates a unique student culture in an environment infused with pluralistic Judaism. Students carry with them the spirit of *Tikkun Olam* (“repairing the world”) as they pursue an education not only for their own benefit but also to help improve the world in which they live. Our academic program encompasses traditional and progressive methods. While we stress the development of traditional academic skills, we also engage in experiential learning outside the walls of the classroom. Our culture empowers students, instilling a sense of responsibility that extends to the outside community. The result is a learning partnership in which students feel a sense of ownership in the institution and — more importantly — graduate with a profound sense of self and moral self-reliance.

Essential Duties and Responsibilities:

The Associate Director of Development is responsible for the stewardship, development, and execution of the Emery Difference Fund (annual giving) campaign, as well as the execution of our annual fall fundraising dinner. In addition, the Associate Director of Development will undertake other development responsibilities, including, but not limited to:

- Creation and implementation of targeted appeals, including direct mail, email solicitations, and personal solicitations
- Cultivation and stewardship of Emery Difference Fund donors — including personalized donor phone calls, emails, printed material, and personal meetings
- Planning and logistics for all fundraising events (including gala/auction & alumni-related events)
- Oversight of the EWS Parents Association, including cultivation, training, and supervision of parent volunteers
- Oversight of the EWS Alumni Board
- Knowledge of CRM functions and usage, including data analysis, database segmentation, running reports, and accurately importing and exporting data.
- Prospect research

Qualifications:

Education and Experience:

- Four-year college degree or higher required
- Five to seven years of experience in non-profit fundraising strongly preferred
- Experience with data entry and reporting using donor databases (Raiser's Edge or equivalent) is required
- Experience with auction tracking software preferred
- Experience with graphic design software (Adobe Creative Suite) preferred

Knowledge and Skills:

- Strong command of fundraising principles, best practices, and trends
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Strong administrative and data management skills, including close attention to detail
- Strong organizational, problem-solving, and analytical skills
- Proficiency in Microsoft Office Suite, especially Excel, Word, and Outlook
- Proficiency in Google Workspace, especially Docs and Sheets

Abilities:

- Ability to work effectively and relate well with others, including supervisors, colleagues, donors, volunteers, and other individuals inside and outside the School. The ideal candidate exhibits a professional manner in dealing with others and works to maintain positive and constructive working relationships.
- Ability to maintain confidentiality, remain open to others' ideas, and willingness to try new things
- Ability to speak clearly and persuasively in positive or challenging situations, to demonstrate group presentation skills, and to conduct meetings
- Ability to demonstrate accuracy and thoroughness, and to monitor own work to ensure quality
- Ability to adapt to changes in the work environment, manage competing demands, and deal with frequent change, delays, or unexpected events
- Ability to manage priorities and workflow

Physical Skills and Abilities:

Depending on the assignment, this position frequently involves standing, walking, sitting, and manipulating (lifting, carrying, moving) light to medium weights of 10 - 50 pounds while coordinating work. This position also frequently involves finger dexterity, feeling, repetitive motions, talking, hearing, and visual acuity — and may sometimes involve stooping, kneeling, and crouching in the course of coordinating work.

Working Conditions:

Work is performed in a normal office setting with minimal exposure to health or safety hazards. Substantial time is spent working on a computer.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job. Duties and responsibilities may be subject to change at any time due to reasonable accommodation or other reasons.

Interested applicants should send a cover letter, resume, and 3-5 references to Dr. Christopher Teel at cteel@emeryweiner.org.