

Overview

POSITION TITLE: Director of Development

REPORTS TO: Regional Director

SUPERVISION EXERCISED: Regional Development team

LOCATION: Houston

Grade/Class: Grade I, Exempt, PSA-Eligible

Salary Range: \$101,000-\$135,000

ABOUT THE ORGANIZATION:

ADL (Anti-Defamation League) is the leading anti-hate organization in the world. Founded in 1913 in response to an escalating climate of antisemitism and bigotry, its essential mission hasn't changed in more than 100 years: to stop the defamation of the Jewish people and to secure justice and fair treatment to all. Today, ADL continues to fight all forms of hate with the same vigor and passion. ADL is the first call when acts of antisemitism occur. A global leader in exposing extremism, delivering anti-bias education, and fighting hate online, ADL's ultimate goal is a world in which no group or individual suffers from bias, discrimination or hate.

ADL's CEO and National Director, Jonathan Greenblatt—an accomplished leader and entrepreneur in the corporate, public, and nonprofit sectors—was recruited to the organization in July 2015. He has injected new energy and brought a bold vision to the agency. Under Jonathan's leadership, ADL is transforming itself, upgrading its capabilities, leveraging innovation, building partnerships, and pioneering new horizons

PRIMARY FUNCTION

Develop, implement and evaluate regional fundraising programs to successfully meet annual, designated and endowment goals established in collaboration with the Regional Director, the Director of Philanthropic Outreach, and as approved by the National Development Office. Identify and cultivate donors and implement targeted solicitation strategies designed to increase the donor base and close gifts. Plan and oversee the implementation of fundraising events and special programs tailored to local target populations and in support of ADL initiatives. Working with the Regional Director, help manage and administer the regional board.

Responsibilities:

Primary:

- Plan, organize and manage the annual fundraising campaign in collaboration with the Regional Director, the Director of Philanthropic Outreach, and National Development Office. Write the Regional Development Plan and create the Development budget. Monitor effectiveness of regional fundraising efforts and evaluate programs.
- Organize and implement fundraising events, either directly or through subordinate staff, including corporate and professional dinners, parlor meetings and special
- Identify, cultivate, build and solidify relationships with new and established contributors. Analyze historic patterns of giving and develop strategies to encourage new gifts and identify new sources of revenue, as well as increase current contributions. Directly solicit and close gifts from major prospects and maintain relationships through mail, phone or in-person contacts. Oversee direct mail campaigns. Solicit grants as

- Oversee the administrative support for regional development including ensuring that donor acknowledgements are completed and appropriate records, prospect lists and mailing lists are maintained.
- Recruit lay leaders for development committees and provide mentoring and staff support to these
- Write speeches, press releases and promotional materials for fundraising events. Initiate and respond to media contacts to promote an awareness of ADL fundraising events and
- Participate in programmatic events to define and enhance fundraising
- Cultivate and maintain community relationships and community outreach.
- Recruit, motivate and supervise subordinate development
- Contribute to regional management by participating in overall regional office planning and goal setting.
- Maintain and expand corporate partnership program based on direct
- Help plan, organize and manage regional board events and meetings.

Secondary:

- Participate in special assignments or projects as representative at the National level.
- Participate in development-related functions such as marketing, design/preparation of print materials, event logistics, and post-event follow up based on individual skills and office needs.

Qualifications:

Skills:

- Strong organizational, management and administrative skills including the ability to multi-task. Proven ability to solicit and close financial agreements with donors is essential.
- A sound understanding of financial reports and budgeting.
- Excellent interpersonal, verbal and written communication, and presentation skills.
- Familiarity with word processing, spreadsheet, and database management software.
- Ability to effectively speak with corporate leaders.

Work Experience:

- Five to seven years of community fundraising experience in a volunteer environment. Experience in direct solicitation and closing gifts.
- Event planning experience.

Education:

- Bachelor's degree, plus additional related college courses or professional training.

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment.

Salary and benefits are competitive and commensurate with experience.

ADL is an Equal Opportunity Employer. Recruitment, hiring, promotions and other terms, conditions and privileges of employment shall be maintained in a manner which does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.