



**Job Posting**  
**Philanthropic Advancement Officer**  
**Modern Orthodox Outreach**  
**Jewish Federation of Northern New Jersey**

**Department:** Financial Resource Development  
**Reports To:** Senior Director, Major Gifts  
**Status:** Full-time Exempt Position  
**Location:** Northern New Jersey

**Background info:**

Jewish Federation of Northern New Jersey is a non-profit philanthropic organization dedicated to creating a vibrant Jewish community in northern New Jersey. Federation cares for those in need, deepens engagement in Jewish life, and strengthens the bonds among Jews in northern New Jersey, in Israel, and around the world. Our primary functions are community planning and allocations, financial resource development, and leadership development.

**Position Summary:**

This position is part of a focused effort to expand the donor base and to attract the next generation of donors as well as a leadership pipeline. The role will primarily focus on the Modern Orthodox community to source new prospects and engage donors with capacity to make a minimum \$1,000 gift to the annual campaign, cultivate donors to the Major Donor level (\$10,000+), as well as identify potential Federation leadership.

The Division will operate in concert with existing Federation offerings. The Officer will work as part of a team of outreach and engagement professionals and will be responsible for prospecting, cultivating, stewarding, and coordinating individual donors and their interests. The Officer will utilize networking opportunities along with innovative and vibrant programs to attract new donors and prospects and advise donors regarding leadership and other opportunities with Federation.

**Responsibilities:**

- Identify new prospective and existing donors through analysis, networking, outreach, and engagement strategies.
  - Develop a pool of current, lapsed, and prospective donors with annual campaign giving between \$1,000 - \$9,999.
  - Steward a minimum of 20 new Major Donor households (\$10,000) over a 2-year period.
- Craft a toolbox of relevant strategies such as engaging donors with synagogue affiliation currently giving below capacity, leveraging relationships with key community stakeholders to identify quality prospects, and building relationships with gatekeepers and influencers, including pulpit Rabbis and others.
- Implement suite of donor and prospect engagement events (including parlor meetings, Kosher Food Festival, & others) with thorough follow-up plans to initiate or enhance giving.

- Cultivate one-to-one relationships to understand each donor's Federation journey, as well as communication and engagement preferences.
- Steer donors through appropriate organizational channels, including affinity division board positions, JCRC, Board of Trustees, Volunteer Center, Center for Israel Engagement, Women's Philanthropy, Missions, and others.
- Seek corporate sponsorship opportunities to fund existing and new program initiatives.
- Plan, along with other FRD staff, seamless and consistent branding of Federation, as well as coordination of events and marketing/promotional material.
- Manage a cohort of volunteer ambassadors who fundraise on behalf of Federation and serve as their liaison to the organization.
- Attend Federation events of other departments and affinity groups, as necessary.
- Populate Federation data base with appropriate information and notes.
- Perform other duties and special projects as may be assigned.

**Qualifications and Skills:**

- BA/BS degree.
- 5-8 years development experience.
- Results-driven and details-orientated achiever, with exemplary planning and organizational skills.
- Excellent communication, interpersonal, and writing skills.
- Self-motivated, good sense of humor and a life-long learner.
- Ability to work effectively as part of a team.
- Strong organizational skills, detail-oriented, and the ability to multi-task.
- Capacity to manage and organize confidential information.
- Ability to work independently, creatively, and flexibly in a dynamic environment.
- Strong personal commitment to the mission of Federation.
- Proficient in Word, Excel, Outlook, and Zoom.
- Knowledge of local Orthodox Jewish community a plus.
- Flexibility to work evenings and some Sundays.
- Must be fully vaccinated against COVID-19.

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To apply, please send Cover Letter & Resume to: [jobs@jfnnj.org](mailto:jobs@jfnnj.org)

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