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## ***Director of Development and Membership***

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### **Background**

Established in 1867, Congregation Shaare Emeth is a compassionate and inclusive community that makes Judaism relevant, meaningful and joyful. We accomplish this vision through:

Living in Community  
Lifelong Jewish Learning  
Acting as Agents of Social Justice and Change  
Living with an Awareness of the Sacred in our Lives  
The Land and People of Israel,  
Acknowledging our Community  
Managing our Resources

### **SUMMARY**

Responsible for the achievement of fundraising and membership goals in support of the Mission of Congregation Shaare Emeth and in a manner that reflects the value of our temple.

**Reports To:** Executive Director

**Indirect Reports:** Interns  
Volunteers

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Determine the temple's yearly fundraising objectives for recommendation to the Board of Directors (in conjunction with the Executive Director)
- Create and execute on fundraising events, activities, opportunities, etc. to include the Fall Gala, Annual Appeal, etc.
- Initiate new programs to help meet fundraising goals for the Temple
- Seek and secure grant opportunities
- Serve as the first line contact point with donors or prospective donors (except Emet Society potential Members served by the Executive Director)
- Assist the Executive Director in administration of the Endowment Program and Fund
- Oversee and manage the overall membership process
- Craft and execute distinguishing recruiting and engagement strategies (attracting and involving new members)
- Make accurate and timely entries of donors and prospects in the database system, including maintenance of names and congregant data

- Cultivate, develop and deepen member relationships within the Congregation
- Work in close coordination with Director of Early Family Membership
- Provide regular progress update reports to the Board of Directors and Senior Leadership Team

#### **KEY SUCCESS MEASURES**

- Number of new active donors
- Achievement of fundraising goals
- Grant dollars received
- High satisfaction ratings on fundraising events (survey)
- Good experience ratings from new members (survey)
- Membership growth and retention

#### **QUALIFICATIONS**

- Able to embrace the mission and value of Congregation Shaare Emeth
- Fundraising experience in the nonprofit community
- Experience in managing annual campaigns, planned giving, large and small events, membership relations, etc. (2 to 5 years' experience)
- Ability to foster a team-oriented environment and to generate innovative and entrepreneurial approaches for increasing continued income
- Ability to think and plan broadly and strategically, and detail oriented. Knowledge of data base and fundraising software as well as key fundraising and membership success metrics
- Excellent interpersonal skills
- Excellent communications skills, written and verbal
- A collaborator who appreciates the value of building on strengths of individuals.
- Acts as an energetic, enthusiastic representative and advocate of the synagogue both to internal and external constituents
- Ability to work closely with Board and staff, as well as independently
- An undergraduate degree is required, and an advanced degree is preferred.

#### **Exempt Employee**

**Send resumes to: [rstein@sestl.org](mailto:rstein@sestl.org)**