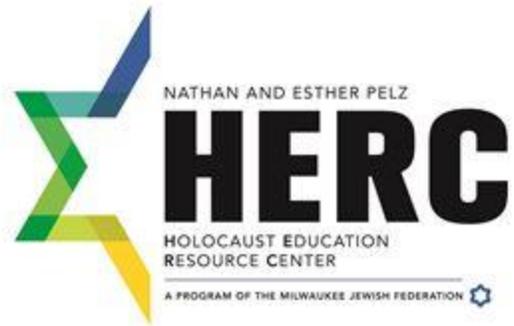




**MILWAUKEE**  
JEWISH FEDERATION



## **JOB DESCRIPTION**

### (HERC) DEVELOPMENT DIRECTOR

**Department:** HERC

**Reports to:** Executive Director

**FLSA Status:** Exempt

**Work Status:** Full-Time

#### **About the Organization**

Since 1902, the Milwaukee Jewish Federation (MJF) has demonstrated the power of collective giving by raising and investing financial resources to make the world a better place. Each year we distribute about \$20 million to Jewish and other nonprofit organizations. Funds come primarily from our \$7 million annual campaign and our \$200 million Jewish Community Foundation. In addition to fundraising, we have several direct service programs like Jewish Museum Milwaukee, which served 30,000 remote visitors this past year; the Nathan and Esther Pelz Holocaust Education Resource Center, which reached over 45,000 last year; and the Wisconsin Jewish Chronicle, serving the Jewish community across the state. We are committed to the principles of *Klal Yisrael* (the collective unity of the Jewish people), *Tzedakah* (the obligation to care for one another) and *Tikkun Olam* (improving the society in which we live). Learn more about the Milwaukee Jewish Federation [here](#).

#### **About the Program**

The Nathan & Esther Pelz Holocaust Education Resource Center (HERC), a program of the Milwaukee Jewish Federation, seeks an experienced development director looking for an entrepreneurial and empowering opportunity to help build out our fundraising program. HERC is dedicated to the building of a society resting on the values of tolerance and diversity, dignity and respect toward all human beings. HERC teaches both students and adults the lessons learned from the Holocaust which led to the extermination of six million Jews and five million non-Jews by the Nazis and their collaborators during World War II. HERC is dedicated to the memory of the victims of the Holocaust. It is only through learning about the dangerous and destructive course taken by the Nazis – of hatred, bigotry, and racism – that we can inspire our future generations to sustain a peaceful and just society for all.

As the only organization in the state of Wisconsin solely dedicated to Holocaust Education HERC is at a pivotal time in its history as our team prepares to meet the needs of educators and students statewide under Wisconsin Act 30, which was unanimously passed with bipartisan support in Spring 2021 and will require all public and charter middle and high schools to educate students about the Holocaust.

Under the leadership of the Executive Director, HERC's staff and board are focused on building HERC's capacity to steward thoughtfully its long-time supporters as well as engage new individuals, families and organizations in its cause, to expand our educational and programmatic offerings.

### **Summary/Objectives**

The Development Director will complete these objectives:

1. Will work closely with HERC's Executive Director and Development Committee to strategically plan and execute fundraising strategies to advance HERC's mission
2. Through a variety of fundraising campaigns, the Development Director will be responsible for securing funding and growing our pipeline of donors, of all types and giving levels, to help meet and exceed fundraising goals through an annual fundraising plan
3. Will manage HERC's efforts to identify and secure grants and corporate gifts, both locally and nationally, in line with our mission

### **Essential Functions**

- Oversee and develop annual fundraising program, including spring and year-end appeals; recommend and coordinate other fundraising mailings as needed
- In conjunction with the Executive Director, design stewardship and cultivation strategies to build trusted long-term relationships with donors and prospects, ensuring their engagement with the mission and outcome of the organization
- In conjunction with the Executive Director, plan and execute events and individual opportunities for donor recognition, stewardship and cultivation
- Maintains positive relationships when cultivating and working with current and potential donors.
- Develops and manages a portfolio of prospective and current donors, including individuals, foundations, granting agencies, and corporations
- Work with Executive Director and cross-departmentally to match prospective funders with organizational priorities (i.e., educational program, outreach efforts)
- Coordinate with Administrative Coordinator to prepare letter templates to support ongoing thank you and gift acknowledgement process
- Positively represent HERC in the community and seek opportunity to advocate for HERC's mission among a diverse group of community partners and donors.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/ or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **Required Experience**

- Bachelor's degree required, Master's preferred
- Minimum 5 years of experience working in fundraising with progressive growth and responsibilities or equivalent sales-related field; able to show demonstrable success in these roles

### **Required Skills/Abilities**

- Stellar relational skills including professionalism, flexibility, diplomacy, affability, commitment to excellence and follow-through
- Highly organized self-starter able to work in a fast-paced, results-oriented environment

- Demonstrated flexibility in meeting shifting demands and priorities
- Solid critical thinking and analytical skills and the ability to use those skills to suggest improvements that benefit the whole HERC team
- Outstanding oral and written communication skills, both in external communications with donors and board members, as well as internal communications with colleagues
- Previous grant writing experience
- Proficient in Microsoft Office (Word, Excel, and PowerPoint), Outlook 365, and donor databases (experience with Little Green Light a plus)

**Supervisory Responsibility**

This position has no supervisory responsibility.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. Some evening and weekend attendance may be required to assist with meetings and events.

**Physical Demands**

This is a sedentary role with need for community mobility. This position includes maintaining files and would require the ability to lift files, open filing cabinets and bend/stand as necessary. On occasion, it may be necessary to lift and/or move up to 15-20 pounds, usually waist-high.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by management on \_\_\_\_\_:

Manager \_\_\_\_\_

COO/HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_