



JOB DESCRIPTION

HERC DEVELOPMENT DIRECTOR

Department: HERC

Reports to: HERC Executive Director

FLSA Status: Exempt

Work Status: Full-Time

Salary Range: \$80-\$100K, commensurate with experience

The Nathan & Esther Pelz Holocaust Education Resource Center (HERC), a program of the Milwaukee Jewish Federation (MJF), 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 mass murder 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 meets the needs of educators and students statewide under Wisconsin Act 30, which was unanimously passed with bipartisan support in Spring 2021 and requires all public and charter middle and high schools to educate students about the Holocaust. HERC works closely with the Wisconsin Department of Public Instruction, school districts, and educators statewide to bring world class professional development opportunities and resources to every corner of our state. Last year, we trained 550 educators on best practices in Holocaust education and impacted over 100,000 people through our in-person programming and digital resources.

Summary/Objective

The Development Director, a new role on our team, will work closely with HERC's Executive Director and MJF's Chief Development Officer and Financial Resource Development Team to strategically plan and execute fundraising strategies to advance HERC's mission. 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. The Development Director will also manage HERC's efforts to identify and secure grants and corporate gifts, both locally and nationally, in collaboration with MJF.

Essential Functions

- Oversee and develop annual fundraising program, including spring and year-end appeals; recommend and coordinate other fundraising campaigns as needed
- In conjunction with the HERC Executive Director and MJF Chief Development Officer, 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
- Maintain positive relationships when cultivating and working with current and potential donors.
- Develop and manage a portfolio of prospective and current donors, including individuals, foundations, granting agencies, and corporations
- Work with Executive Director and HERC programmatic staff to match prospective funders with organizational priorities (i.e., educational program, outreach efforts)
- Coordinate with support staff to prepare letter templates for 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, Skills and Abilities

- Bachelor's degree required, Master's degree 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
- 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 including CRMs
- Sensitivity to the various needs and workstyles of those in HERC's orbit, including board members, donors, volunteers, and survivors

Supervisory Responsibility

This position has no supervisory responsibility.

Hours and Benefits

Typical office hours are Monday-Thursday, 8 am-5 pm, and Friday, 8 am-3 pm. This work is majority in-person, with remote option available 1-2 days per week. Occasional evening or weekend hours may be required to meet with prospective donors.

This position is eligible for 15 vacation days and 7 personal days annually. In addition, the office closes for 7 federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

Work Environment and Physical Demands

This job operates in a professional office environment with pleasant working conditions, good lighting and ventilation and moderate noise level. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. On occasion, it may be necessary to stand for extended periods of time and lift and/or move up to 15-20 pounds.

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.

TO APPLY

To be considered for this position, please send a cover letter, resume and three professional references to HR@milwaukeejewish.org. Applications will be reviewed on a rolling basis.

About the Milwaukee Jewish Federation

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation (MJF) is to ensure the continuity of the Jewish people, to enhance the quality of Jewish life and to build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. [Learn more about the Milwaukee Jewish Federation.](#)

Equal Employment Opportunity (EEO)

The Milwaukee Jewish Federation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.