



JOB DESCRIPTION

AFFINITIES DIRECTOR - CORPORATE PARTNERSHIPS AND BUSINESS PROFESSIONAL NETWORK

Department: Financial Resource Development

Reports to: Chief Development Officer

FLSA Status: Exempt

Work Status: Full time

Starting Salary: \$80,000 plus commission-based incentive

About the Organization

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation is to care for the needs of the Jewish people and to build a vibrant Jewish community in Milwaukee, in Israel and around the world. Learn more about the Milwaukee Jewish Federation at <https://www.milwaukeejewish.org/>.

Summary

The Affinities Director plays a critical role in building engagement both inside and outside the Jewish community, connecting individuals and organizations to our mission and strengthening the financial resources that enable us to achieve our goals. Our ideal candidate is a dynamic self-starter with an entrepreneurial spirit who is highly motivated by building strategic relationships and achieving aspirational goals.

Essential Functions

- **Corporate Partnership Program (CPP) Leadership:** Develop and implement an annual CPP plan, establishing quantifiable and measurable goals and strategies to increase engagement of the greater Milwaukee business community with the work of MJF. Plan and execute the annual Economic Forum, working with volunteer leadership to select a national speaker, develop the program and engage attendees and sponsors to meet or exceed targeted revenue goals.
- **Business and Professional Network (BPN) Leadership:** Develop and implement strategies for engagement of new and existing giving society members, setting an annual operating plan with measurable goals for programmatic, volunteer and philanthropic activities to ensure the growth of gifts to the annual campaign. Identify, engage and steward members and volunteer leadership. Organize and lead events to attract new members and increase members' engagement with the work of MJF.
- **Donor Engagement & Portfolio Management:** Prepare and implement a strategic plan for managing relationships, cultivating and stewarding an assigned portfolio of donors. Identify high-capacity prospects for assignment in consultation with FRD Team.

Additional Responsibilities

- Monitor program budgets and track and report on activities.
- Effectively manage campaign records and timelines, in coordination with FRD team.
- Engage in community activities and serve as a leadership role model in the community.

Qualification

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 and Skills

- Minimum of five years in fundraising, business development, sales or related experience.
- Bachelor's degree required; Master's degree preferred.
- Familiarity with and respect for Jewish community and culture; knowledge of Milwaukee Jewish community preferred.
- Familiarity with Milwaukee business community.
- Strong interpersonal, networking and relationship-building skills.
- Strong organizational skills and ability to develop and implement strategic plans.
- Strong written and verbal communication skills, with ability to tell compelling and inspirational stories.
- Ability to work independently and within a team-oriented environment.
- Proficiency with Microsoft Office 365 and customer/donor relationship management (CRM) databases.

Supervisory Responsibility

This position has no supervisory responsibility

Hours and Benefits

This is a full-time position, requiring a minimum of 38 hours per week. 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 and weekend hours will be required.

This position is eligible for 20 vacation days and 7 personal days annually. In addition, MJF observes 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, employee assistance program, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

Work Environment & Physical Demands

This position operates in a professional office environment with pleasant working conditions, good lighting and ventilation and moderate noise level.

This role frequently uses standard office equipment. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. This is primarily a sedentary role, however occasional filing and transport of meeting or event materials will be required. This would require the ability 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.

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.