



## **Development Director**

Contra Costa Jewish Day School, an independent, pluralistic K-8 Jewish school in Lafayette, CA, is hiring a 75% FTE **Development Director**.

The Development Director leads our broad-based fundraising efforts - coordinating donor cultivation, solicitation and stewardship activities. This position maintains relationships with donors and focuses on cultivating new prospects to support CCJDS through annual fundraising initiatives (the Annual Campaign and Annual Gala). The Director works closely with the Head of School and Board Fundraising Chair to develop and execute CCJDS's fundraising plan, focusing on increasing parent giving and engaging grandparents, alumni and community leaders to support the school and establish meaningful connections with the school community. The Director must develop strong relationships with current staff and all constituent groups to best understand and advocate for CCJDS. The Director should be a passionate, self directed, and strategic professional with excellent attention to detail and a collaborative work ethic.

The Contra Costa Jewish Day School has approximately 180 students and is accredited by the California Association of Independent Schools and the Western Association of Schools and Colleges. The school offers academic excellence in a supportive Jewish community and our donors represent parents, grandparents and community members who want to invest in our students and our Jewish future. We seek team members who share a commitment to our mission and want to engage in school life and culture. .

The Development Director reports directly to the Head of School.

### **Responsibilities:**

- Help to enhance the school's culture of philanthropy through constituent engagement and participation in the school's giving programs. Develop a comprehensive plan to educate parents and other groups about the importance and role of fundraising in school operations.

- Manage annual development efforts, including coordinating staff and volunteers engaged in the fall Annual Campaign and the Spring Gala; and support the Head of School and lay leaders engaged in our endowment campaign and any future capital campaign(s).
- Help to plan and staff our Annual Gala and other special events such as Grandparents and Special Friends Day and various donor cultivation and recognition events. Occasional evening and weekend hours are required.
- Help to develop and implement projects to strengthen relationships with key constituencies, such as alumni and grandparents.
- Process, report and acknowledge all gifts, pledges and pledge payments in a timely manner and with accuracy.
- Enter and maintain all donor demographic and giving data, ensuring records are accurately and regularly updated, including adding constituents and updating biographical information.
- Create and provide queries, donor lists, reports, correspondence and mailing lists, for inclusion in the Board reports, donor stewardship materials, and all CAIS and other surveys and reports, as needed.
- Ensure database integrity with timely updates, data analysis queries and accuracy checks, reports, and data management. Work closely with CCJDS Business Office.
- Coordinate production of development and marketing materials (digital and print invitations, newsletters, appeals etc.) and interface with the graphic designer and printing house.
- Update and maintain the Giving section of the CCJDS website.
- Other tasks, as assigned, to fulfill the goals of the School, at the direction of the Head of School.

**Qualifications:**

- Three or more years of organizational leadership experience with fundraising experience preferred.
- Experience developing and executing an annual fundraising or strategic plan.
- Skilled at developing relationships with lay leadership and working collaboratively with volunteers to meet goals.

- Excellent written and verbal communication and interpersonal skills and an ability to interface professionally with alumni, parents, grandparents, administration, faculty, and students.
- Superior organizational and time management skills; comfort managing multiple projects, balancing priorities and meeting deadlines.
- Self-motivated, detail-oriented, and donor-centered.
- Event planning experience or willingness to learn.
- Database and information management experience. Proficiency with Microsoft and Google Suite and nonprofit CRMs.
- A familiarity with and appreciation of the diversity of the East Bay Jewish community, or relevant experience in another community and willingness to learn.

### **Schedule and Compensation**

The Director's four- or five-day-per-week schedule is to be determined with their supervisor and, while on-site collaboration is essential, could include the option to work remotely one day per week.

Salary for the 0.75 FTE (30 hours per week) position is \$45,000-\$75,000 annually, on an hourly or exempt basis per CA law, commensurate with experience. Additional, prorated benefits include medical and dental insurance, 403(b) contribution and generous tuition remission for an employee with a child(ren) enrolled at CCJDS.

The Contra Costa Jewish Day School welcomes qualified applicants with a variety of talents, interests, backgrounds and perspectives. CCJDS does not discriminate based on race, color, national or ethnic origin, sex, religion, sexual orientation, gender identity or physical disability in the admission of students or the employment of staff, nor does it tolerate sexual harassment.

To apply for this position, please send cover letter and resume to:

Dean Goldfein  
Head of School  
mr.goldfein@ccjds.org