

## **Development Associate, Business & Professions JEWISH FEDERATION OF BROWARD COUNTY**

**DEPARTMENT:** Annual Giving Team

**REPORTS TO:** Vice President, Corporate & Business Development

### **Job Description**

**PRINCIPAL FUNCTION:** The Development Associate will focus on financial resource development, leadership development and community building with a concentration on Business & Professions (B&P). This position is primarily responsible for overseeing the B&P regional annual campaign in assigned geographic regions, which includes committee management, program planning and face to face solicitations. The Development Associate will also encourage this constituency to fully participate in the programs sponsored by the Federation. The Development Associate will coordinate and build relationships with local businesses, corporate partners, agencies, synagogues, and other organizations as needed to foster a climate of community, collaboration and shared responsibility.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Promote the mission of the organization at all times through **superior** customer service to all and through the efficient use and care of resources.
- Cultivate prospects and engage donors. Serve as donor relations manager to a group of prospects. Outreach to and engage prospects by conducting face-to-face solicitations and organizing phone-a-thons periodically throughout the year. Strategize and implement campaign plans.
- Manage the B&P campaign, division ambassadors, and committees and develop compelling programming for the constituency.
- Actively recruit volunteer askers and monitor their campaign assignments; manage and develop volunteer committees.
- Develop relationships to foster greater leadership and financial commitment. Work to further develop existing leadership.
- Participate in the planning of all B&P events; oversee logistics for the networking events.
- Represent B&P and Federation at community and agency events; support/coordinate and recruit for Federation events and programs.
- Facilitate cross communication among various departments, committees and professionals.
- Attend other meetings as assigned.

**STATUS AND SCOPE:** Initiate and respond to ongoing contacts with Federation professionals, donors, volunteers and members of the local and national community.

**QUALIFICATIONS:** Bachelor's degree required; advanced degree preferred. Minimum of two years of experience in community organizing and/or financial resource development for a Jewish communal or nonprofit agency. Knowledge of the Jewish customs and traditions preferred. Must have strong interpersonal, verbal and written communication skills; knowledge and ability to use databases, computer spreadsheets, word processing and other basic programs. Self-starter with strong organizational skills and attention to detail. Ability to multi-task and meet deadlines. Demonstrated ability to work effectively as a leader and as part of a team.

**Jewish Federation of Broward County**

**Job Description:** Development Associate, Business & Professions

**Page 2**

**PHYSICAL REQUIREMENTS:** Minimal physical effort required with intermittent standing and walking and prolonged periods of sitting in meetings or at desk working with computer. Position requires stamina to work extended days to include early morning, evening and weekend events and meetings in addition to the regular work schedule.

**MENTAL REQUIREMENTS:** Position requires flexibility with the ability to focus on detail while handling multiple tasks and periods of frequent interruptions. Must be able to plan and organize assignments independently, to create and develop research and to present information effectively to groups.

*The job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job. Other responsibilities may be added as deemed necessary.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Name (Print):** \_\_\_\_\_

**Authorized by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_