



## Job Description

**POSITION TITLE:** Assistant Vice President, Annual Giving

**DEPARTMENT:** Campaign

**REPORTS TO:** Vice President, Annual Campaign

### About the Federation:

The Jewish Federation of Broward County strives for excellence. We cultivate an inclusive space where all feel welcome, celebrated, and contribute meaningfully to our shared vision. At the Jewish Federation of Broward County, you can be part of one of the most effective non-profit organizations in South Florida. Our mission is to mobilize the Jewish Community to provide leadership and financial resources that strengthen and enhance Jewish life in Broward, Israel and worldwide.

### About the Position:

The Assistant Vice President (AVP) of Annual Giving provides strategic leadership, hands-on management, and oversight of a dynamic team responsible for securing, stewarding, and growing gifts in the \$1,800–\$9,999 range. Reporting directly to the Vice President of the Annual Campaign, this experienced leader will manage all aspects of the solicitation process, including prospect assignment, moves management, cultivation strategy, and monitoring donor progress through the pipeline. The AVP will work closely with the Vice President to deepen donor engagement and serve as a true thought partner in driving the campaign's overall growth and success.

The AVP will also serve as the professional lead for key campaign events, including Ultimate Nite Out and the Annual Campaign Kickoff. In this capacity, the AVP will work collaboratively with lay leadership, committees, and internal partners to ensure meaningful engagement, exceptional donor experiences, and effective pre- and post-event solicitation strategies.

### Key Responsibilities:

#### Leadership & Strategic Oversight

- Lead and supervise four director-level, affinity-focused professionals, fostering innovation, growth, and deeper engagement within the greater Jewish Broward community.
- Serve as a strategic thought partner to the VP of Annual Campaign, helping to shape the direction and impact of JFBC's philanthropic initiatives.
- Drive organizational growth by developing and implementing a robust lay leader solicitation participation program.

#### Donor Portfolio Management:

- Manage a portfolio of donors contributing \$1,800–\$9,999 to the Annual Campaign, ensuring thoughtful stewardship and targeted solicitation strategies.
- Inspire donors to explore legacy giving and donor-advised fund opportunities to support long-term, sustainable impact.

## **Events & Engagement:**

- Serve as the point person for executing Ultimate Nite Out—JFBC’s premier campaign event—and the Annual Campaign Kickoff, working closely with lay leadership, committees, and internal partners.
- Provide professional leadership, coordination, and support for divisional events, programming, and donor engagement initiatives.

## **Community & External Relations**

- Represent the Annual Campaign and JFBC in key interactions with internal and external stakeholders, staff, and lay leadership to strengthen relationships and elevate community engagement.

This role offers a unique opportunity to shape the future of philanthropic giving within JFBC while leading a high-performing team to achieve ambitious fundraising goals.

## **What you need to succeed**

- Bachelor’s degree or advanced degree required.
- 10+ years of development experience: direct solicitation experience as well as supervision and management of fundraising teams.
- Big-picture mindset; comfort and experience in strategic fundraising planning.
- Strong team management, culture-building, supervision, mentorship, consensus building and leadership abilities
- Outstanding relationship-building skills.
- Ability and desire to work closely with key stakeholders.
- Face-to-face solicitation, donor cultivation, and stewardship experience.
- Advanced understanding of fundraising data and metrics as well as budgeting experience.
- Strong project management skills.
- Excellent interpersonal and communication skills (written, oral, and public speaking).
- Authentic personal connection to the Jewish community, relevant issues of Jewish communal life, and familiarity with Jewish calendar and lifecycle.

## **Benefits**

The Jewish Federation of Broward County is an equal-opportunity employer offering a people-friendly environment. The benefits of this position include a full suite of medical benefits, up to 3% retirement contribution; competitive paid time off and parental leave; opportunities for professional development; and a work culture that pairs high expectations and accountability with significant flexibility.

*This job description is intended to convey information essential to understanding the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.*