

JOB POSTING

Job Title:	Director of Development
Reports To:	Executive Director
Directly Supervises:	Engagement & Membership Manager, Development Associate
Employment Status:	Full-time, Hybrid
Date:	December 2023

The Role:

Reporting to the Executive Director and working closely with the Board President, Senior Rabbi, and the Development Chair(s) and Committee, the Development Director is responsible for designing, implementing and leading the development program to support CBST's many ambitious goals for today and for securing its financial health for the future. Development is an essential and integral part of CBST and is interwoven in everything the synagogue does to support its mission.

Key Responsibilities:

- Cultivate our 950 member households in terms of annual membership contributions and other giving.
- Lead CBST's major annual fundraising efforts, including Annual, Open Door and Yizkor Appeal, two major annual concerts, and other special funds and initiatives.
- Expand our existing "Ner Tamid" endowment fund.
- Seek new grant opportunities, while continuing to build upon existing relationships with family, institutional and government funders.
- Supervise two direct reports: Membership and Engagement Manager and Development Associate.
- Provide regular reports to Board of Directors.
- Recruit and supervise congregant volunteers (often Board members) for fundraising and outreach to members.

Core Competencies:

- Understand the culture and values of the world's foremost LGBTQI+ synagogue.
- Strong analytic and strategic planning skills and long-term scheduling abilities.
- A high-level of familiarity with fundraising and membership database systems.
- Ability to foster a team and mentor direct-reports, coupled with a creative, innovative and entrepreneurial technique for increasing contributed income.
- Energetic, enthusiastic representation and advocacy for the synagogue both to internal and external constituents.
- Excellent communications skills, written and verbal.

Qualifications:

- Fundraising experience in the nonprofit, social justice, Jewish and/or LGBTQ communities, preferably in the NYC metro area.
- Experience in managing annual campaigns, capital campaigns, planned giving, major gifts, corporate giving, and foundation giving.
- A track record of success as a lead solicitor of major gifts.
- Experience balancing both in-person and online members.
- Excellent interpersonal skills.
- Knowledge of database and fundraising software: Salesforce, NPSP and Form Assembly.
- Ability to work closely with Board and staff.
- A collaborator who appreciates the value of building on strengths of individuals.
- Ability to think and plan broadly and strategically.
- Detail-oriented with strong organizational and time management skills.
- Ability to work collaboratively with diverse stakeholders.
- Flexibility to work on major Jewish holidays, compensated with a day off.
- Passion for the mission and values of the synagogue.
- Minimum of 5-7+ years of increasing responsibility in fundraising.
- Undergraduate degree is required; advanced degree is preferred.

Salary: \$110,000 -140,000, commensurate with experience

Benefits: Paid vacation, sick leave, parental leave, medical insurance, hybrid work schedule.

To Apply: Send resume to: [**employment@cbst.org**](mailto:employment@cbst.org)

About CBST: Congregation Beit Simchat Torah (CBST) is a vibrant spiritual community and a progressive voice within Judaism. Founded in 1973, CBST welcomes gay men, lesbians, bisexuals, transgender, queer and straight individuals and families. Passionate, provocative, and deeply Jewish, CBST champions a Judaism that rejoices in diversity, denounces social injustice wherever it exists, and strives for human rights for all people.

Our congregation benefits from clergy, rabbinical and cantorial interns from the Reconstructionist, Conservative and Reform movements of Judaism. Our administrative staff and lay leaders bring a diversity of backgrounds, expertise and experience to the community. Together, we take pride in our work and in the strong community that we lead, learn with and support. Join us in our warm and welcoming work environment and contribute to our financial stability and growth as a key member of the leadership team. This position offers an exciting opportunity to lead and shape the development efforts of our synagogue. Apply now and become part of our mission-driven and vibrant community.