



## **Director of Development**

The Shlenker School of Congregation Beth Israel in Houston, Texas is seeking a Director of Development.

The Director of Development is responsible for leading the school's fundraising efforts and developing close relationships with donors. Fundraising goals for the program are approximately \$500,000 annually and include annual funding, endowment gifts, grants, and an annual Gala. The Director of Development is a member of the Administrative Team and the Advancement Department and reports directly to the Head of School. The Director of Development also supervises an Advancement Associate.

### **Responsibilities:**

- Design, implement, manage, and execute all fundraising efforts, including the Annual Campaign, Gala, and designated giving opportunities, to meet fundraising goals
- Create targeted stewardship plans for donors and ensure that cultivation and stewardship plans are executed
- Work with the Head of School, Development Chair, and Director of Finance to develop strategies for growth of fundraising goals
- Create comprehensive development strategy, develop approach to target specific segments of donors including school parents, grandparents and faculty/staff, and develop donor recognition program
- Identify prospects for designated giving needs and manage solicitation process
- Oversee preparation of donors lists for publications and direct mail appeals as needed
- Develop a comprehensive planned-giving and endowment program
- Manage corporate sponsorship opportunities and foundation relations
- Work closely with the Director of Marketing and Communications and Director of Admissions to create appropriate marketing materials and ensure consistent messaging

**Qualifications:**

- A minimum of 5-10 years professional fundraising experience, preferably in a Jewish educational or non-profit environment
- Proven track-record of exceeding fundraising goals
- Excellent verbal and written communication skills
- Skilled at developing relationships with lay leaders and donors, and motivating volunteers to meet goals
- Exceptional project management and follow-up skills
- Knowledge and experience with Raiser's Edge preferred; knowledge and experience with some fundraising software required
- Ability to work well as part of a close-knit team
- Demonstrated ability to think creatively and strategically

**Compensation:**

- Salary and benefits are competitive and are commensurate with talent and experience.

Please send your resume, cover letter, and three references to Jerry Tumlin, Assistant to the Head of School, [jtumlin@shlenker.org](mailto:jtumlin@shlenker.org).