



Jewish Federation®
OF THE BERKSHIRES

Seeks a qualified candidate for the position of

PART TIME DEVELOPMENT OFFICER

Use your talents to benefit a greater good! Work with caring individuals who share a commitment to helping those in need and building Jewish community.

The Development Officer is responsible for planning and implementing the annual campaign and major gifts fundraising effort. This key position requires passion for our mission, excellent fundraising and organizational abilities, creativity, good humor and a goal-focused outlook. The ideal candidate will have exceptional interpersonal skills and be able to successfully cultivate and nurture donor relationships.

Duties include:

- Develop and implement strategy for annual campaign and major donor solicitations in partnership with the Executive Director
- Build and steward trusted relationships with key stakeholders, donors, and board members
- Identify, cultivate, and establish new donor relationships
- Identify, train and oversee volunteer solicitors
- Plan and implement key fundraising events throughout the year

Flexible part-time hours. 3-5 years demonstrated fundraising success.

Applicants should be detail-oriented, organized, self-motivated, a team player, and community minded; excellent writing and computer skills are a must.

Send cover letter and resume to Dara Kaufman, Executive Director, at dkaufman@jewishberkshires.org.