



Director of Development

Jewish Family Service (JFS) is seeking an experienced development and engagement professional to serve as a primary solicitor and contact to bring in new and maintain and increase established contributor's support for our services to the community. JFS provides nationally accredited mental health and social services to anyone in need in greater Dallas.

The successful candidate will work with the Chief Executive Officer (CEO) as the agency enters a new phase of accelerated growth to 1) increase JFS's name recognition in the greater Dallas community and 2) grow and diversify JFS revenue streams.

Primary responsibilities include:

- Maintain ongoing relationships with major and prospective donors.
- Secure financial support from individuals, corporations and foundations.
- Research and grow government/non-government grant revenue along with writing grant applications and assisting Grants manager when applicable.
- Prepare and assist the Chief Development Officer (CDO) with the development budget.
- Manage the development calendar and timeline.
- Coordinate special events and fundraising appeals and work with the Volunteer Coordinator.
- Serve as staff liaison with the JFS Foundation to grow planned giving, endowments and legacy gifts.
- Provide knowledge and expertise for the upcoming Capital Campaign for a new building.

Requisite education and experience are as follows:

- Bachelor's degree required, master's degree preferred.
- Minimum of five years of experience in a comparable non-profit fundraising environment and at least two years in the greater Dallas community with a proven track record of performance.
- Experience with SAGE Abila Fundraising 50 donor database preferred.
- Demonstrated success in writing and managing complex grants.
- Demonstrated success in writing, organization, presentation, and computer skills.
- Demonstrated success in donor cultivation and relationship management.

To apply for this position, submit a cover letter along with a copy of your resume and salary requirements to Cathy Barker, COO/CDO at cbarker@jfsdallas.org.