

**UJA-Federation of New York**  
**Job Description**

**Position:** **Development Executive**

**Department:** **Westchester**

**Portfolio:** **Business & Professional Division Campaign (B&P)**

**Reports to:** **Susan Solow-Dubin, Campaign Director**

**Date:** **February 2, 2017**

**Position Summary:**

The Development Executive (DE) is responsible for the development and implementation of fundraising strategies and goals focused on the broad business and professional community of Westchester. Position includes research, engagement, cultivation, solicitation of funds, implementation of cultivation and fundraising events, committee and board meetings, educational projects, and hands-on activities for B&P, as well as collaborating on other regional projects, as appropriate.. He or she also provides support to B&P leadership committees.

**Major Responsibilities:**

*1. Fundraising*

- Develop and implement appropriate fundraising strategies to increase the dollars raised for the annual campaign from the B&P community, as well as PGE and special initiatives.
- Employ a variety of fundraising techniques including: face-to-face solicitations, fundraising events, door openers, worker assignments, phone sessions, and written communications.
- Educate donors and prospects about the mission of UJA-Federation of New York. Accomplish this through one-on-one cultivation activities, fundraising events, educational programs, mitzvah projects, agency visits, and missions.
- Identify and collaborate with lay leaders, inspiring them to serve as ambassadors for UJA-Federation build new personal and business connected relationships.
- Expand division for deeper inclusion of major Westchester-based corporations.

*2. Events*

- Organize small and large-scale fundraising and outreach events for the varied B&P communities, including its premier Sports Talk event.
- Recruit speakers and honorees for B&P events, including breakfast, luncheon and dinner forums.
- Organize and execute site visits to agencies, volunteer activities, and missions to Israel and other countries.

- Involve lay leadership in a strategic and planned manner. Provide necessary professional support to appropriate lay committees. This includes agenda setting, preparing reports and presentations, writing meeting notes, and providing necessary follow-up.
- Provide support at events and become proficient in event management, including fundraising items, journal preparation, and working with event managers and marketing.
- Develop and implement a plan for post-event (divisional/boutique) follow-up, including contacting and meeting with donors.

### *3. Donor Cultivation*

- Develop and update research on individuals and companies in the portfolio. This includes identification of viable prospects through outreach and relationship-building.
- Maintain records of donor portfolio and evaluate progress regularly with supervisor.
- Think strategically and creatively about constituencies and businesses, and recommend and implement new growth strategies, programs, and initiatives.
- Stay current on donors and industries in portfolio as well as philanthropic trends. This includes reading newspapers, trade publications, journals, and other related materials.

### *4. Collaborations*

- Participate in staff meetings and collaborate with Westchester staff and other fundraising divisions to develop and implement strategies involving donors across divisional lines.
- Work in collaboration with professionals in other divisions, affinities, and regions, supporting their initiatives including events, missions, and honoring opportunities.

### **Skills/Experience:**

- Bachelor's degree required
- Three-plus years of post-college knowledge and experience in fundraising and/or related areas; face-to-face and phone solicitations preferred
- Excellent interpersonal skills, relationship-building skills, and customer service orientation
- Knowledge of issues facing the Jewish community and passion for UJA-Federation's mission
- Team player with the ability to multitask
- Working knowledge of Microsoft Office
- Communication skills are extremely important, especially the art of listening
- Entrepreneurial self-starter