

JONATHAN E. BLAKE  
Senior Rabbi

AMANDA KLEINMAN  
Senior Cantor

DAVID E. LEVY  
Associate Rabbi  
Jewish Learning Lab Director

DANIEL REISER  
Associate Rabbi

DANIELLE RODNIZKI  
Assistant Cantor

MIA FRAM DAVIDSON  
Adjunct Cantor

RICHARD J. JACOBS  
Rabbi Emeritus

•JACK STERN  
Rabbi Emeritus

ELI KORNREICH  
Executive Director

SUE TOLCHIN  
Director,  
Early Childhood Center

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President

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MICHAEL GORELICK  
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President, Men's Club

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•SEYMOUR SIMS  
•RALPH WIENSHIENK  
•DR. MILTON M. ZARET  
Past Presidents  
•deceased

## DEVELOPMENT DIRECTOR

(20 hours per week)

**Westchester Reform Temple (WRT) is one of Westchester's most prominent synagogues, and among the leading Reform Jewish congregations in the U.S. WRT is a vibrant and ever-evolving institution with a variety of religious service offerings, an innovative religious school (the Jewish Learning Lab) and a thriving Early Childhood Center.**

In 1954 world famous architect Marcel Breuer designed WRT's original building, with a sanctuary in the shape of the Star of David. WRT completed a renovation and expansion in 2008 creating a new "green" sanctuary and social hall, and transforming the original sanctuary building into religious school classrooms and a Beit Midrash—a place of study.

WRT relies on membership income and tuition from its 900 member households. Increasingly, philanthropy over-and-above membership and tuition will be needed to fill gaps between income and expenses. In 2020, an Inspired Giving Campaign raised over \$1 million to cover extraordinary costs and reduced income during the pandemic. Going forward, Inspired Giving will be WRT's annual appeal. WRT also plans to solicit more restricted gifts (for education initiatives, programs, community outreach, capital improvements, etc.) and to increase its endowment. In 2021, WRT plans to introduce a formal planned giving program.

### Position

The Development Director is a part-time position responsible for coordinating and facilitating fundraising efforts. The Development Director will report to the Executive Director and will work in collaboration with the Board and the Executive Director to set annual fundraising goals. The Development Director will engage select board members, other lay leaders and the clergy in pursuing and achieving annual fundraising goals. This position will have a flexible schedule and the ability to work remotely, in part, but will require working some evenings and events.

### Responsibilities

- Develop and execute WRT's annual fundraising plan
- Execute and meet agreed-upon goals for the Inspired Giving annual giving program
- Launch WRT's formal Planned Giving Program
- Formalize an approach to an ongoing and sustained major gifts program
- Steward relationships with major donors, individually and through cultivation events
- Solicit gifts and participate in solicitations with clergy and lay leaders
- Train and guide lay leaders and clergy in stewardship and fundraising best practices
- Undertake prospect research, create background materials, prepare solicitors for asks

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- Oversee the production of fundraising events including committee work
- Craft and produce fundraising communications, acknowledgements and recognition
- Develop proposals for restricted gifts and grants (individuals, foundations)
- Prepare for and report regularly to the Board on fundraising activities
- Maintain and update the fundraising page on WRT's website
- Oversee selection of new fundraising software and put it to use (including data entry)
- Work with WRT administration to facilitate gift processing

#### **Qualifications and Experience**

- Bachelor's Degree required
- 5+ years of substantive experience in fundraising, including donor relations and solicitation
- Demonstrated excellence in organizational, managerial, and communication skills
- Familiarity with common fundraising software
- Proven ability to strategize, set and meet goals
- Adept at crafting and articulating persuasive cases for support
- Marketing/external communications experience
- Board engagement, cultivation, and development experience

**Salary Range:** \$40,000-\$50,000 depending on experience

**To apply, send cover letter and resume to: [Jobs@wrtemple.org](mailto:Jobs@wrtemple.org). Applications will be reviewed on a rolling basis and search will remain open until a candidate is hired. No phone inquiries, please.**