



Jewish Family Services, Inc.

We are a nonprofit organization that provides supportive services focused on strengthening families, children and individuals throughout the life cycle within the context of their unique needs. We offer a wide range of mental health and counseling services, social services, case management programs, and safe and affordable housing to nearly 2,500 individuals annually. Jewish Family Services serves adults; children; seniors; individuals with disabilities, chronic mental health problems and substance use disorders; and families with low household incomes.

Job Title:

Director of Development and Communications

Date:

04/13/2026

Under the direction of the Chief Executive Officer, the Director of Development and Communications leads the fund development, marketing, and communications for Jewish Family Services, Inc. (JFS) and JFS Housing, Inc. (JFSHI). In partnership with the CEO and senior staff members, the Director will ensure achievement of annual and multi-year fundraising goals and objectives according to the priorities established by the Board of Directors. The Director will develop meaningful plans, strategies, tactics, and processes that enhance the organization’s ability to cultivate and solicit new resources and maintain existing resources, building on its annual budget and multi-million dollar endowment. The Director manages the fund development team and reports to the CEO.

Fund Development

- Create and implement a strategic fund development plan that supports ongoing and new program initiatives, increases agency revenues, and builds endowment in keeping with the priorities of the Board of Directors, the trends and conditions in the environment, and the vision and values of JFS and JFSHI.
- Together with the CEO and Senior Staff, prepare an annual fund development budget for the agency, monitor performance, and report progress to the CEO, Senior Staff, Fund Development Committee of the Board, and the Board of Directors.
- Seek new and innovative sources of funding including program grants, corporate donations, government contracts, private foundations, and individual donors.
- Develop and implement a plan to increase individual major gifts, including identifying, cultivating, and soliciting new individual donors and gifts to the organization.
- Establish strong working relationships with local funders (such as United Way, Milwaukee Jewish Federation, Greater Milwaukee Foundation, and Jewish Community Foundation), including conducting donor visits, site tours, regular communications, etc.
- Oversee planning and execution of annual fund raising events.
- With the Director of Grants Management, research and write grant proposals and provide periodic updates as required by grantors.
- Oversee implementation and management of donor and grants records management system by setting and enforcing standards and controls.

Marketing and Communication

- Develop and implement a comprehensive marketing and communications plan to advance our public profile and increase community awareness of JFS and JFSHI services.
- Represent JFS and JFSHI on issues affecting those we serve by maintaining ongoing relationships and communications with community groups, the United Way, foundations, government funders, and media.
- Oversee and create all advertisements and marketing materials, including annual report, newsletters, online content, and all other communications to the public.



Leadership

- Serve as a staff liaison to Fund Development and Marketing committees of the Board(s).
- Maintain staff by recruiting, selecting, orienting, and training employees; maintains a safe, secure, and legal work environment; develops personal growth opportunities.
- Manages department staff through planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; and developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Actively network with colleagues in related agencies and professional organizations to ensure JFS and JFSHI maintain best practice fund development and communication strategies.

General

- Must have a valid driver's license, access to reliable vehicle, and automobile insurance coverage.
- Knowledge, understanding, and/or willingness to learn Jewish culture and traditions and those of the Agency population as necessary.
- Accept other duties and responsibilities as assigned.
- Candidates must successfully pass a criminal background check with the Wisconsin Department of Justice and a caregiver background check with the Wisconsin Department of Health Services, the Department of Children and Families and the Department Safety and Professional Services.

Qualifications/Requirements

- Bachelor's degree in business or communications with a minimum of 5 years of experience in fund development and communications. A CFRE designation is preferred.
- Proven track record in fund development, including major gift development.
- Demonstrated knowledge of fund raising including major donors, endowments, special events, annual campaigns, prospect research, planned/legacy giving and donor management systems.
- Experience in major donor cultivation and solicitation.
- Proficient with Microsoft Office products including Outlook, Word, and Excel.
- Understands and maintains donor, client and agency confidentiality at all times.
- Working knowledge of marketing & communications.
- Experience working with board members and volunteers.
- Knowledge of non-profit organization management.
- Availability to work evenings and weekends as necessary.

Skills

- Excellent organizational, communication, writing, speaking, and presentation skills.
- Self-starter capable of networking and interacting with groups and individuals.
- Strong interpersonal and professional presentation skills.
- Knowledge of the Greater Milwaukee (and Jewish) philanthropic communities is highly desirable.
- Ability to plan and implement a metric-based and defined strategic fund development program.
- Ability to develop and implement metric-based and defined marketing and communication plans.
- Well-developed ability to set and meet goals and outcomes.
- Strong partnership building skills.

Job Application Link: <https://www.jfsmilw.org/careers/employee-impact/job-opportunities/>



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