Individual and Planned Giving Manager

The Central Conference of American Rabbis (CCAR) is seeking an Individual and Planned Giving Manager. The Manager will report directly to the Director of Advancement and will help secure sustained and increased funding, with a particular focus on Individual and Planned Giving. The Manager will strive to ensure continuous improvement in fundraising effectiveness, in line with fundraising targets that support CCAR’s strategic and operational objectives, as well as the CCAR’s Purpose, Mission, Pillars, and Goals.

Primary Areas of Responsibilities:

- Provide project management, including interfacing with volunteers to identify prospects, researching potential funders, tracking solicitation status, drafting written communications, and crafting an annual solicitation calendar, for the following development portfolios:
  - Annual Giving Campaign – work with Director of Advancement to develop strategic goals for campaign; secure and steward individual solicitors; develop and implement process for tracking campaign progress in Salesforce; interface with volunteers and donors; and develop data analysis of campaign results;
  - Legacy/Planned Giving Society – work with Director of Advancement to manage solicitors; develop and implement plan for cultivation, recognition and stewardship of society members; identify new prospects; and develop publicity materials to further the growth of the society.
  - Friends/Individual Giving Campaign – work with Director of Advancement to broaden the reach of the Friends and increase the number of ongoing individual donors to the CCAR. Tasks will include working with volunteers to identify prospects and strategies; planning and writing email solicitation campaigns; and crafting engagement strategy to ensure new and renewed support.
- Oversee and ensure accuracy of all gift input, including:
  - developing strategies to ensure proper input of all donation information;
  - providing oversight and review of all input, and
  - working closely with Finance Department in fundraising record reconciliation.
- Respond to general fundraising inquiries;
- Help assist other departments when/where needed;
- Participate in weekly staff meetings and other staff gatherings.

Valued Qualities, Skills, and Competencies

- Highly organized and extremely detail-oriented with strong project management skills and an ability to manage multiple tasks and set priorities and deadlines;
- Ability and willingness to learn new programs, technologies, and processes;
• Thorough understanding of data management;
• Knowledge of Salesforce; Microsoft Office, particularly PowerPoint; and Zoom
• Excellent organizational, verbal, and written communication skills;
• Excellent interpersonal, leadership, communications, and customer service skills, positive attitude, professional and courteous demeanor as an ambassador and representative of the organization;
• Willingness to take direction and feedback, and to be flexible;
• Ability to take initiative, to work as part of a team, and to work independently;
• Patience and good judgment with people; good conflict resolution instincts and problem-solving skills;
• Ethical foundation in both conduct and qualifications;
• Discretion and commitment to confidentiality;
• Demonstrated desire to learn and grown professionally;
• Bachelor’s degree;
• 2-5 years relevant experience;
• Knowledge of Jewish world (desired).

The Central Conference of American Rabbis (CCAR), founded in 1889, is the oldest and largest rabbinic organization in North America. As the professional organization for the Reform rabbis of North America, the CCAR projects a powerful voice in the religious life of the American and international Jewish communities. The CCAR also fosters excellence in rabbinic leadership and serves the Jewish community through programs, support services, and resources. To this end, the CCAR operates a number of lines of business including continuing education programs, an annual convention, a career services department, and the CCAR Press. All of these areas present opportunities for support, fundraising, and other revenue enhancement.

The position is in the NY office 1 day a week which will increase over the next few months. Salary range: $65,000-$70,000

CCAR also provides benefits such as health insurance, dental insurance, LTD insurance, 403B, and vacation time.