



Position: DEVELOPMENT MANAGER

Remote with quarterly domestic travel

Established in the year 2000, Matan’s mission is to guide, train, and support Jewish community leaders and educators to provide purposeful, enriching, and inclusive opportunities for people with disabilities and their families within the fabric of Jewish life. Through our signature programs, such as the Matan Institute for Education and Youth Directors as well as our Community Consultations, Matan is the leader in disability inclusion within the North American Jewish community.

POSITION SUMMARY:

As a non-profit organization, Matan relies heavily on individual donor and foundation support as well as other sources of funding to achieve its vision of inclusion. Matan’s first-ever Development Manager will play an integral role in the organization’s efforts to achieve and expand its annual philanthropic goals. The Development Manager will be hired for 25-30 hours per week (depending on experience and availability) with the potential to expand the role to a full-time position in the future. This position is remote with domestic travel required 2-3 times per quarter. The majority of programming and fundraising activities occur fall through spring.

The Development Manager is responsible for planning, organizing, and directing several of Matan’s key fundraising initiatives, including the Crowdfunding campaign and Matan’s signature spring event, as well as other donor engagement events, communications and activities. The Development Manager will drive fundraising operations to track moves management and maintain accurate donor records in our CRM. The Development Manager supports Matan’s Executive Director in efforts related to identification and cultivation of major gifts donors, board engagement, and opportunities to strategize and execute donor recognition programs.

CORE JOB RESPONSIBILITIES:

Donor Cultivation and Stewardship: Manage existing annual campaign donors (\$2,500 and under) with a focus on increased giving. Design strategies to identify and engage prospective donors, including research, cultivation, and solicitation. Create and implement donor recognition opportunities, including establishing giving circles and a young leadership track.

Foundation Relations: Collaborate with the Executive Director on efforts to steward current supporting foundations and identify and drive opportunities to expand foundation support. Assist the Executive Director and the Senior Director of Programs and Partnerships with grant writing and reporting.

Event Planning: Work in conjunction with other staff members to coordinate 3-4 fundraising and other special events, specifically the Crowdfunding campaign and Matan's signature spring event. Tasks include but are not limited to negotiating contracts and managing vendors; overseeing recruitment efforts and planning committee engagement; supporting the Executive Director to manage honorees, etc.

Data Tracking and Reporting: Establish and maintain routines of record keeping, reporting and moves management within CRM and other applicable systems. Generate reports and follow-up protocols to maximize fundraising income. Ensure the organization is maintaining best practices. Prepare for and participate in board meetings as it relates to Matan's development efforts.

External Communications: Collaborate with Matan's Marketing and Communications Manager on donor communication materials and social media campaigns to support fundraising initiatives.

Other duties as assigned.

DESIRED SKILLS AND QUALIFICATIONS:

- Knowledge of best practices in non-profit fundraising with a minimum of four to six years experience in setting and achieving fundraising goals.
- Ability to establish and maintain routines around donor management report generation, and follow-up protocols to maximize fundraising income. Familiarity with Salesforce is preferred.
- Strong interpersonal and communication skills with ability to work with current and potential donors, colleagues, board members, and external stakeholders.
- Excellent written and verbal communication skills for both individual and collaborative work. Knowledge of Google products is a plus!
- Familiarity with the landscape of Jewish organizations and Jewish life in the U.S. and Canada or enthusiasm and ability to learn the landscape quickly.
- A bachelor's degree is required.

WHY YOU WANT THIS JOB:

- You are excited to demonstrate your track record of excellence in fundraising fueled by your goal-driven, self-starter personality.
- You have the desire to cultivate and steward meaningful relationships with current and prospective donors.

- You have a strong desire to increase the impact of disability inclusion within the Jewish community.
- You seek a work culture that pairs high expectations, discipline and accountability with flexibility.
- You are eager to be part of a dedicated professional team that collaborates effectively to generate new and creative ideas.

SALARY AND BENEFITS:

Salary range: \$55,000-\$65,000. Generous time-off policy. Opportunity to participate in Matan's retirement plan after a year of employment.

25-30 Hours/Week. Flexible allocation of time Monday - Friday. Ability to travel in U.S. 2-3 times per quarter required. Opportunity to grow position into a full-time role.

Starting salary, within the range, will be based on education and experience. If your salary expectations are different and/or you have more experience than required, let's talk.

TO APPLY:

Both a cover letter and resumé must be submitted for the application to be considered. Submissions will be acknowledged with an automated response and a personal email will follow once the application has been screened. **We are accepting applications through December 31, 2023.** Prospective applicants should send their resume and cover letter to apply@matankids.org.

Matan seeks to increase equity in its hiring. Frequently cited statistics show that women, trans, and nonbinary people, as well as other structurally marginalized groups apply to jobs only if they meet 100% of the qualifications. Matan encourages you to break that statistic and to apply. No one ever meets 100% of the qualifications. We look forward to your application.

This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.