

Job Announcement:
YOUNG ADULT DIVISION
DIRECTOR



Nov. 2016

POSITION SUMMARY

The Jewish Federation of Greater Pittsburgh seeks a dynamic, motivated, and entrepreneurial professional to lead a professional and volunteer team that focuses on the engagement, cultivation and leadership development of young adults aged 22 - 45. The Director is an experienced relationship builder who is committed to enhancing Jewish life among young adults in Greater Pittsburgh and is visionary and on the cutting edge of understanding millennials and their connection to philanthropy and community.

The Jewish Federation of Greater Pittsburgh is an innovative, mission-driven non-profit organization dedicated to creating a vibrant, thriving Jewish Community here in Pittsburgh and around the world. Volunteer-run and volunteer-driven, Federation uses the power of the collective to leverage philanthropy, to collaborate to meet community needs and to build for the future.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages all fundraising activities related to the Young Adult Division including cultivation and solicitation for all donors aged 22 - 45, working collaboratively with volunteers and other internal campaign departments where appropriate. Leads Federation effort to grow the Ben-Gurion Society (\$1,000+ annual gift) and participation on National Young Leadership Cabinet (\$5,000+ annual gift).
- Partners with leading local, national and global organizations in the young adult space to develop and foster mutually beneficial partnerships aimed at creating an even more robust Jewish community for young adults in Greater Pittsburgh.
- Recruit for, plan and execute a high-level leadership development program and participate in the placement of graduates in community leadership positions.
- Focuses on volunteer management to build an effective Young Adult Division Board and a large base of volunteers and empowers and develops current and future lay leaders so that they feel a high degree of ownership, involvement and responsibility toward fulfillment of the Federation mission.
- Serves as a Team Leader for the Young Adult Division and supervises the Shalom Pittsburgh Associate, establishing and tracking outreach, engagement and fundraising goals, metrics and progress. Sets expectations, and provides guidance, leadership and motivation to the team.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- 3-5 years of experience in fundraising, marketing, sales, business development and/or significant involvement in the Jewish community.
- Bachelor's degree required, master's degree preferred.
- Excellent interpersonal and communications skills, meticulous attention to detail and follow-up.
- Self-starter with demonstrated ability to set goals, tasks and timetables and efficiently manage work flow.
- Entrepreneurial, can-do attitude.
- Social media/web savvy
- Knowledge of fundraising principles and techniques. Hands-on fundraising experience a plus.

- Ability to build a strong collaborative sense of team, both internally and externally.
- Commitment to the mission of The Jewish Federation of Greater Pittsburgh and intimate knowledge of Jewish customs and practices.

Compensation: Commensurate with experience, education and previous related achievements. The position is salaried, full time and offers a competitive benefits package.

To apply for this exciting position, please submit a cover letter and resume to dmcguire@jfedpgh.org, using subject line “Young Adult Division Director”. To learn more about The Jewish Federation of Greater Pittsburgh, please visit www.jfedpgh.org.