

POSITION TITLE: Director of Development

REPORTS TO: Regional Director

SUPERVISION EXERCISED: May participate in supervising staff such as Associate/Assistant Director(s) of Development and Development/Administrative Assistant.

LOCATION: Connecticut

Grade/Class: Grade I, Exempt, PSA-Eligible

ABOUT THE ORGANIZATION:

The Anti-Defamation League ([ADL](#)) is the leading anti-hate organization in the world. Founded in 1913 in response to an escalating climate of antisemitism and bigotry, its timeless mission is to stop the defamation of the Jewish people and secure justice and fair treatment to all. Today, ADL continues to fight antisemitism and all forms of hate using innovation and partnerships to drive impact. ADL's ultimate goal is a world in which no individual or community suffers from bias, discrimination or hate.

ADL CEO Jonathan Greenblatt—an accomplished leader and entrepreneur in the corporate, public, and nonprofit sectors—was recruited to the organization in July 2015. He has injected new energy and brought a bold vision to the agency. Under Jonathan's leadership, ADL is transforming itself, upgrading its capabilities and pioneering new horizons.

PRIMARY FUNCTION:

The Director of Development oversees the Connecticut region's fundraising program. In addition to leading a team of development professionals, they build, implement, and evaluate the region's development operation to successfully meet annual and designated fundraising goals established in collaboration with the Regional Director, Divisional Director of Philanthropic Outreach, and CSC Development colleagues. Identify and cultivate donors and prospects and implement targeted solicitation and stewardship strategies designed to increase the donor base and close gifts. Plan and oversee the implementation of fundraising initiatives and special programs tailored to local target populations and in support of ADL initiatives. Serve as a strategic partner to the Regional Director and Divisional Director of Philanthropic Outreach for all fundraising plans.

Responsibilities

Primary:

- Plan, organize and manage the annual fundraising campaign in collaboration with the Regional Director, Divisional Director of Philanthropic Outreach, and CSC Development colleagues. Write the regional Development Plan and create the Development budget. Monitor effectiveness of regional fundraising efforts and evaluate programs.
- Identify, cultivate, build, and solidify relationships with new and established contributors. Analyze historic patterns of giving and develop strategies to encourage new gifts and identify new sources of revenue, as well as increase current contributions. Directly solicit and close gifts from major donors and prospects and maintain relationships through mail, phone or in-person contacts. Manage prospect portfolio and implement strategic moves management.
- Manage regional institutional fundraising strategy in conjunction with CSC Institutional Giving. Write and submit grant proposals and reports as necessary.
- Participate in ADL's Culture of Philanthropy - seeing development as relationship-oriented and part of everyone's responsibility.
- Oversee direct mail campaigns.

- Oversee the administrative support for regional development including ensuring that donor acknowledgements are completed and appropriate records, prospect lists and mailing lists are maintained.
- Recruit and staff lay leaders for development committees and provide mentoring and staff support to these committees.
- Write speeches, press releases and promotional materials for fundraising and other regional events. Initiate and respond to media contacts to promote an awareness of ADL events.
- Participate in programmatic events to define and enhance fundraising potential.
- Cultivate and maintain community relationships and community outreach.
- Contribute to regional management by participating in overall regional office planning and goal setting.
- Maintain and expand corporate partnership program based on direct solicitation.
- Organize and implement strategic and targeted fundraising events, including annual Walk Against Hate, corporate and professional dinners, parlor meetings and special events.

Secondary:

- Participate in special assignments or projects as representative at the National level.
- Participate in development-related functions such as marketing, design/preparation of print materials, event logistics, and post-event follow up based on individual skills and office needs.

Qualifications

Skills:

- Strong organizational, management and administrative skills including the ability to multi-task.
- Proven ability to solicit and close annual and major gifts with donors is essential.
- A sound understanding of financial reports and budgeting.
- Excellent interpersonal, verbal and written communication, and presentation skills.
- Familiarity with excel spreadsheets, and database management software.
- Ability to effectively speak with corporate leaders.

Work Experience:

- Five to seven years of fundraising experience.
- Experience in direct solicitation and closing gifts.
- Event planning experience.

Education:

- Bachelor's degree or equivalent experience, plus additional related college courses or professional training.

Work Environment:

- **ADL COVID-19 Protocol** (*updated periodically*): ADL is adhering to CDC, State, local, and Federal orders regarding COVID-19. ADL requires that all employees are vaccinated with exceptions for medical and religious accommodations. ADL may

require proof of vaccination. This role will start as a remote position but may transition to a hybrid environment when offices reopen.

Compensation:

- This position is a Grade I3, which has an average salary range of \$109,550 - \$138,650. This salary range is reflective of a position based in New Haven, Connecticut. Please note that salaries are commensurate with experience, and since ADL has a location-based compensation structure, there may be a different range for candidates in other locations.

ADL values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. ADL is an equal opportunity employer. Recruitment, hiring, promotions and other terms, conditions and privileges of employment shall be maintained in a manner which does not discriminate on the basis of age, race, creed, religion, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local laws.

ADL will ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. For individuals with disabilities who would like to request an accommodation to support the interview process, please contact Talent & Knowledge at talentacquisition@adl.org.

ADL will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Fair Credit Reporting Act, and all other applicable State, Local, and Federal laws.

To apply, please submit your resume and cover letter using this link:
<https://careers-adl.icims.com/jobs/1770/director-of-development/job>