

Senior Manager, Donor Relations

Reports to: Chief Strategy Officer

Location: Stamford, CT and Greater Fairfield County

Salary Range: \$80,000–\$100,000, commensurate with experience

About Schoke JFS

Schoke Jewish Family Service strengthens our community by providing vital services and fostering meaningful connections across Fairfield County. Guided by our values of compassion, dignity, and responsibility, we support individuals and families in areas such as food security, mental health, senior care, and community engagement.

Position Summary

The **Senior Manager, Donor Relations** is responsible for cultivating and stewarding relationships that advance Schoke JFS's mission through philanthropy, partnerships, and community engagement. Reporting to the Chief Strategy Officer, this role emphasizes relationship management over transactions, ensuring that every donor, partner, and volunteer feels meaningfully connected to the work of Schoke JFS.

This is a senior-level position that will work closely with Executive Leadership, the Board of Directors, and other staff to drive fundraising, donor engagement, and strategic relationship-building.

Key Responsibilities

Philanthropy & Donor Engagement

- Manage a portfolio of donors and prospects, with a focus on cultivating, soliciting, and stewarding gifts at the annual and major gift levels.
- Develop and implement new cultivation, solicitation, stewardship and retention strategies with the goal to increase annual giving.
- Support all fundraising campaigns, including solicitation materials, mailings, and follow-up.
- Lead donor acknowledgment and stewardship processes in collaboration with staff, vendors, and board members.
- Promote planned giving opportunities, including the Grinspoon Life & Legacy program, to grow the agency's endowment.

Strategic Partnerships & Community Relationships

- Serve as a relationship-builder across the community, engaging synagogues, businesses, foundations, and civic leaders as partners in Schoke JFS's work.
- Collaborate with the Community Partnerships Manager to ensure smooth handoff of high-potential volunteers and community partners into the donor pipeline.
- Build and steward partnerships that yield not only donations, but also professional expertise, volunteer leadership, and advocacy.

Events & Campaigns

- Support all major fundraising events, including the annual gala, donor appreciation events, and cultivation gatherings.
- Manage fundraising committees, campaign chairs, and volunteer leaders in the successful execution of events and campaigns.
- Collaborate with the Director of Marketing to design and execute donor communications, newsletters, and publicity materials.

Board & Leadership Engagement

- Support and guide the Board of Directors, board chair, and fundraising committees in their fundraising and stewardship roles including to identify, engage, and cultivate new donor prospects.
- Train and coach board and staff in effective donor engagement strategies.
- Provide reports and data analysis on fundraising outcomes, donor trends, and partnership growth.

Qualifications

- Bachelor's degree and/or equivalent experience in fundraising, nonprofit management, or related field.
- 5+ years of successful experience in fundraising, donor relations, or partnership building.
- Successful track record of cultivating, soliciting, and securing individual and institutional gifts.
- Excellent interpersonal skills and ability to engage diverse stakeholders, including donors, volunteers, and board members.
- Strong organizational and project management skills; ability to balance multiple priorities.
- Proficiency with donor databases and Microsoft Office; experience with Salsa, GiveSmart or similar CRM preferred.
- Familiarity with Jewish communal life and Fairfield County community preferred but not required.
- Knowledge of the principles of fundraising, including current best practices and strategies.

Benefits

- Comprehensive benefits package, including agency-matched 403(b), paid holidays, and insurance options
- Professional growth opportunities

Why Join Schoke JFS?

This role offers a unique opportunity to shape the future of philanthropy and partnerships at a dynamic community organization. The **Senior Manager, Donor Relations** will play a key role in building authentic relationships, broadening community engagement, and ensuring Schoke JFS remains a trusted resource for families across Fairfield County.

To apply, please send your resume and a cover letter to Eli Schaffer, Chief Strategy Officer, at eschaffer@ctjfs.org.