



Ramah Berkshires
Job Description

Job Title: **Director Institutional Advancement**

Classification: **Full Time Year Round Position**

Reports to: **Camp Director**

Who We Are, What We Are Looking For

Ramah Berkshires is a legacy institution experiencing an exciting period of growth and innovation. Guided by our strategic plan, we are in the midst of transforming the institution to meet the needs of our community now and for the next decade. We are seeking a creative, passionate, and dedicated individual to work closely with our Camp Director, COO, and the rest of our professional team as well as with our lay leadership to help guide us through this moment of great opportunity and change. The Director of Institutional Advancement is responsible for the oversight of all our data-driven fundraising efforts including an ongoing capital campaign (currently in the quiet phase), our annual fund, outreach to foundations, grant-writing efforts, and a disciplined and strategic approach to prospect management. The Director of Institutional Advancement will also be tasked with helping us to develop a high-level and high-functioning Board that is focused on strategic initiatives, as well as helping Ramah Berkshires expand its impact upon communities we already serve (like parents and alumni) and those whom we have not yet reached. Ramah Berkshires is an institution which commands a deep commitment and passion among our constituents. We find ourselves in an incredibly exciting moment as we seek to increase our ability to shape the future contours of the American Jewish landscape, and we are seeking an individual who will join our leadership team to help us continue and define our trajectory of success and transformation.

The responsibilities of this exciting position fall into a few important categories:

Capital Campaign and Major Gifts

- Oversee the capital campaign in accordance with the approved campaign plan, timetable, and budget.

- Maintain a portfolio of 70–90 major gift prospects (80 major gift visits a year) and collaborate with other Development staff and volunteers in securing campaign and planned giving commitments.

- Manage an active campaign cabinet by providing prospect strategy support, planning and coordinating cabinet meetings, engaging members proactively, and regularly providing members with campaign updates via a monthly newsletter.
- Serve as the Development Team's primary liaison with trustees and campaign leadership on campaign strategy, planning, and progress reports.
- Lead and track pipeline building efforts through the use of networking, board/volunteer introductions, wealth screening, and prospect research.
- Regularly review progress toward comprehensive campaign fundraising goals.
- Manage prospect research, identification, cultivation, solicitation, donor stewardship, direct marketing, and relationship building at all levels of contribution and capacity.
- Lead prospect assignment process for all staff and volunteers to achieve appropriately balanced portfolios.
- Direct the research, planning, and execution of capital campaigns and major gift solicitations.
- Manage a portfolio of prospects for the Camp Director.
- Work with fundraising leadership to envision and anticipate future department needs.
- Participate intensively in campaign planning.
- Serve as the primary interface with Ramah Berkshires' campaign consultants.

Annual Fund, Planned Giving Oversight, Foundation Support, and Grants

- Work closely with the Board Development VP to create and execute annual fundraising plans
- Help set annual fundraising metrics and goals for the Development team and individual team members.
- Oversee annual giving program; work with the Associate Development Director to evaluate and improve annual fund events and activities to meet goals for engagement and fundraising.
- Oversee events, including our annual gala, our summer golf outing and other opportunities to engage our community.
- Manage the Yerusha Legacy Society, maintaining ongoing relationships with members through individual cultivation and events, and expanding the number of members each year.
- Coordinate with the Associate Development Director to increase alumni giving and engagement.

- Work with the Development Committee and the Camp Director to develop a robust stewardship plan for annual donors.
- Identify, cultivate, and enhance funding relationships with foundations and institutional partners. Manage grants pipeline, including proposal and report preparation.

Management of Internal Development Team and Board Development

- Work closely with the Board Development VP to Manage and help cultivate the Development Committee of the Board, engaging lay leaders in a board-wide solicitation process.
- Managing a growing professional team of at two direct reports, supporting their growth in the organization.
- Prepare, as needed, reports on fundraising performance for the Director and the Board of Trustees, and represent Development at Board and Executive Committee meetings.
- Oversee the publication of an annual development report and, along with the Director of Communications, develop and produce other strategic and development communications
- Strengthen the organization's culture of philanthropy and lead the department and team's growth into the future.
- Provide financial oversight for the department, including budgeting, planning, donation tracking, and expense tracking.

Qualifications

- Bachelor's degree required. Master's degree in business, nonprofit management, financial management, or a related field is preferred.
- Seven years successful experience in a fundraising setting, including a mix of frontline and operations roles/responsibilities. Campaign experience preferred.
- Management experience required.
- Highly organized and detail-oriented with the ability to manage multiple time-sensitive projects simultaneously.
- Highly energetic professional with a track record of building donor relationships and closing gifts face-to-face in the \$25,000–\$100,000 range.
- Successful experience in developing cultivation and solicitation strategies.
- Ability to understand the needs and interests of leadership and major gift donors to develop relationships between them and Ramah Berkshires.
- Strong verbal and written communication skills.
- Excellent interpersonal skills and a demonstrated record of completing assignments.

- Ability to accept feedback, take direction, and be accountable for outcomes.
- Proficiency with donor databases, preferably Salsa, and Microsoft and Google applications.
- Desire to work in a mission-driven organization.
- Ability to staff occasional evening and weekend programs in the New York Metropolitan area, in addition to occasional travel to Camp (in Dutchess County, New York) during the summer months.

Position Details

- Salary range begins at \$120,000.
- Hybrid working environment opportunity.
- Benefits and vacation package included.
- Opportunity for camp tuition discount.

Interested candidates please forward resume and cover letter to ateitelbaum@ramahberkshires.org. No calls please.