



Cleveland Hillel: Development Director

Position Overview

Cleveland Hillel is seeking a seasoned development professional to join our team at a critical moment for Jewish life on campus. We are looking for an engaging, creative, dynamic and organized team player who has a track record of success in fundraising to be our next Development Director. The candidate will use their skills to cultivate board members and supporters to continue to build a robust development strategy. They should have a track record of building a major donor giving and solicitation strategy, growing the donor base and stewarding existing donors. They will be responsible for developing and implementing a development plan and will be expected to raise both the number of major donors and annual campaign supporters.

This is a part-time position, averaging 20 to 25 hours per week, with potential flexibility throughout the year (example: allowing for more hours during the academic year and fewer in the summer). Cleveland Hillel Foundation welcomes candidates seeking a mission driven role, who would like the flexibility to work from home on occasion, along with reduced hours.

Cleveland Hillel offers remote and hybrid work options, and our organization observes all Jewish and federal holidays.

This position will be supervised and work closely with the Executive Director.

This position will also work as part of the Executive Director's team alongside appropriate Board members and Cleveland Hillel's Campus Marketing and Development Manager. Potential supervisory responsibilities may be considered for the successful candidate.

Top Responsibilities for Cleveland Hillel Development Director

1. Major Gifts Donor Portfolio Management and Fundraising Strategy

- Manage a portfolio of individual donors and prospects, including all five stages of the donor cycle: identification, cultivation, solicitation, stewardship, and renewal.
- Solicit donations through direct meetings and personalized outreach, and support major gift strategy by collaborating with the Executive Director on higher-level donors.
- Direct and guide a focused Oberlin College Hillel \$1M Capital campaign, in collaboration with the Executive Director and Board committee.
- Support the creation and implementation of a comprehensive annual campaign, aligning with Cleveland Hillel's strategic priorities.
- Engage Cleveland Hillel's Development Committee, assigning and supporting solicitation efforts by Cleveland Hillel staff and Board members.

2. Donor Stewardship and Community Engagement

- Develop and execute a stewardship strategy that builds long-term relationships with donors through creative and targeted communications – including digital media, traditional mailings, annual reports, etc.
- Engage with alumni and parent constituencies from all campuses we serve, identifying and cultivating underdeveloped donor bases in collaboration with university, Federation, and other Hillel staff as partners.

- Support Cleveland Hillel's outreach beyond Cleveland, with a special focus on developing and managing alumni clusters, and Oberlin Hillel development efforts; including the coordination of in-person events and meetings.
- Prospect Identification/Grow the Data base, by setting up a methodology/system for capturing at least 50% of incoming Jewish freshman at CWRU and Oberlin, alongside growing the alumni bases of the schools by focusing on professional schools; Greek life etc.

3. Development Operations & Data Management

- Own and supervise Hillel's donor database (LGL), ensuring data accuracy, gift entry, reporting, and data hygiene.
- Manage donor communications, including acknowledgements, stewardship updates, and customized outreach aligned with donor interests.
- Oversee all development mailings and digital fundraising campaigns, including Cleveland Hillel's special campaigns (ex: High Holidays, Hillel Global Giving Week, etc.).

4. Grant Research and Preliminary Foundation Work

- Identify foundation and restricted grant opportunities and assist in the drafting of proposals and reports under the direction of the Executive Director.
- Maintain a current wish list of Hillel needs to support case-building in fundraising materials and solicitations.

What you bring to the job:

- Bachelor's degree is required (graduate degree is a plus).
- 5+ years in fundraising and development experience as a professional and/or volunteer (experience in a university setting, marketing, or the Jewish communal sector is preferable).
- Exceptional organization, leadership and communication skills.
- A team-oriented approach to work while still being a self-starter, a strong work ethic, a sense of humor, an ability to take risks and learn from situations when things don't turn out the way you anticipate.
- Connection to Judaism required, including understanding of customs and traditions.
- Proven success in the following:
 - Identifying, cultivating, and soliciting gifts above \$1,000
 - Growing the number of major donors to an organization
 - Executing annual fundraising campaigns, including cultivation, stewardship, and solicitation through in-person, print, and online channels
 - Building relationships with leaders within education or nonprofit space.
 - Management of donor or customer relation databases.

What You'll Receive

- Competitive salary in the nonprofit marketplace. The starting salary range for this role is \$50,000 - \$55,000 and is commensurate with prior successes and professional experiences.
- Great professional development, mentoring, and skill building opportunities.
- Flexible work hours (including a lighter summer schedule) / hybrid work arrangement.
- Possible regional travel opportunities.
- Be a part of a positive, team-oriented work environment surrounded by exceptional students, staff, and Board members.
- There is an opportunity for growth in this position and compensation based on performance.

Summary of Benefits

Cleveland Hillel Foundation part-time employees are eligible for prorated benefits.

- 20 days of vacation and 15 sick days each year, which will also be pro-rated for your first year of employment (pro-rated based on hours scheduled).

- Group Term Life Insurance and Long-Term Disability Insurance. Life and Disability Insurance is available automatically after 1,000 hours worked and one year of service.
 - Entry date for these insurances is the next July 1 or January 1 after the service requirement is satisfied.
- You will have the option to enroll in our 403B Plan. Hillel provides a 2.5 times match of your contribution to the 403B Plan up to a maximum Hillel match of 5% (with a 2% employee match).
 - You are eligible for the Hillel 403B match after 1,000 hours worked and one year of service with the same Plan entry dates as noted in the paragraph above. The service requirement for the 403B Plan match is waived when prior service is documented by a 501 (c) (3) non-profit or government agency. The acceptable format for the prior service letter will be provided upon request.

These are our current benefits and are subject to change.

About Cleveland Hillel:

Cleveland Hillel is on the front lines of shaping vibrant Jewish life on 11 campuses throughout northeast Ohio, standing up against the rising tide of antisemitism impacting students across the country. Rooted in our mission to cultivate innovative, inclusive, and entrepreneurial communities on all our campuses to actively build meaningful Jewish experiences and enhance Jewish pride for young adults throughout their entire college journey, we are guided by our core values of inclusivity, Jewish learning, community-building, and leadership development. Our work is more critical than ever, and our commitment to creating safe, proud, and empowered Jewish spaces on campus for over 2,000 Jewish college students is unwavering. Hillel offers students the means to explore and celebrate their Jewish identity in a dynamic and welcoming environment. Each year, Hillel connects students to their community, their peers, and their heritage through an array of social, cultural and community service programs. The momentum is here, and we want to continue our trajectory.

You will play a pivotal role in advancing Cleveland Hillel's vision by building and strengthening the financial foundation that powers our transformative programs, leadership initiatives, and advocacy efforts. This position isn't just about raising funds—it's about making an impact at a time when our students need us most. Your leadership in fundraising will be essential in advancing our vision and securing a vibrant Jewish future on campus.

Cleveland Hillel is proudly affiliated with **Hillel International**. Since 1923, Hillel International has enriched the lives of Jewish students so they may enrich the Jewish people and the world and envisions a world where every student is inspired to make an enduring commitment to Jewish life, learning and Israel. Today, Hillel International continues to enrich the lives of Jewish students and is the largest Jewish campus organization in the world at more than 550 colleges and universities across North America and around the world.

To Apply

Please send CV and cover letter to Jared Isaacson, Cleveland Hillel Executive Director, at jisaacson@clevelandhillel.org.