

BU Hillel

August 4, 2017

Job Description: Development Officer/Manager

Employment Status: Full Time/Exempt

Managers Others: No

Reports to: Executive Director, Reb Jevin Eagle

Development income budget: \$350,000 per year

Number of donors: 600 (40 greater than \$1,000)

Travel: Possible occasional travel to New York and other major cities

Contact information: Reb Jevin Eagle, jeagle@bu.edu, mobile 781-801-0426

Job Description

The Development Manager will execute all development plans for BU Hillel. Under the leadership of the Executive Director, they will be responsible for:

- Planning and setting-up logistics for major gift asks (over \$5,000) made by the Executive Director and by lay leaders
- Making solicitations for gifts under \$5,000—by phone and in-person
- Planning, managing, and tracking the organization's prospect list
- Generating new prospects—mining the BU alumni database, the BU Hillel database of prior donors, and a wide-range of additional sources for new prospects (e.g., networks of existing Board members and donors, CJP, and other Jewish organizations)
- Conducting mass campaigns via email, direct mail, outbound phone calls, and student phonothons — to the organization's existing donors, past donors, and prospects
- Coordinating all interfaces and interactions with BU Fundraising, especially ensuring accurate and timely information is added to the BU database and ensuring best possible cooperation with BU's fundraising agents
- Learning best practices from BU Fundraising and from other successful Hillels
- Tracking and managing grant proposals and grants
- Reporting timely and accurate information to the Executive Director and the Board

Competencies

Core Skills:

- Plan, schedule, and organize in-person and phone fundraising meetings for the Executive Director
- Plan, schedule, and organize email and phone solicitations and campaigns
- Manage BU Hillel's fundraising lists, data, and full-range of uses of the BU Fundraising database (Razor's Edge)
- Plan and organize logistics for Board meetings and development related special events (1 per year)
- Assist in the preparation of grant proposals and reports for individual donors, foundations, Jewish Federations, Hillel International, and other funders
- Work with Program staff to develop compelling cases for donors and sponsorship opportunities
- Work with student leaders on various fundraising initiatives, including recruiting, training, and mobilizing students to partner in Hillel's development efforts
- Write thank you letters

Fiscal Oversight and Management:

- Track pledges and gifts to ensure monies are received, reported, and deposited in a timely manner
- Ensure grant monies are collected when promised
- Generate weekly, monthly, and quarterly reports that allow for monitoring and forecasting of funds
- Manage and monitor development expenses

Stakeholder Relations:

- Work closely and collaboratively with all staff members, especially Director of Operations
- Work closely with Board members, especially chairs of Development and Development Committee members, to engage them in fundraising efforts, utilize relationships, and develop leadership gifts
- Serve as the liaison between Hillel and select stakeholders, including CJP, other Foundations, Hillel International Fundraising Staff, and BU Fundraising Staff

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Success Factors

Inspires:

- Energy, enthusiasm, a can-do attitude
- Ability to passionately represent BU Hillel's mission
- A love of fundraising and a desire to accomplish great things

Relates

- Strong interpersonal skills—written and oral
- Sharing compelling stories about BU Hillel's mission and work

Organized

- Can work independently and also collaboratively
- Can keep track of multiple work streams
- Persistent, detail oriented, disciplined, and ferocious about follow-up and follow-through
- Effective at selling
- Successful track record of project management and managing many tasks
- Superior data tracking and reporting skills
- Superior oral skills
- Knowledge of Boston University or the Jewish Philanthropic Community

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Requirements

- At least 3 years of experience in professional fundraising, sales, or professional services project management
- Bachelor's degree required

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About BU Hillel

With approximately 5,000 Jewish students, Boston University hosts the largest Jewish undergraduate population of all private universities in North America. Located in the heart of Boston, one of our nation's most historic and vibrant cities, BU offers remarkable academic, career development, and extracurricular opportunities for students. The 33,000 square foot Florence and Chafetz Hillel House is located at the epicenter of the Boston University's campus and is one of the most beautiful Hillel facilities in North America. The building houses a kosher dining hall, beautiful spaces for prayer and programming, and comfortable, inviting lounge spaces.

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BU Hillel aims to serve all Jewish students, enabling them to make Hillel their own through multiple opportunities. Our Hillel is inclusive, pluralistic, and welcoming to all. Our programs, activities, and events serve as pathways for students to explore their connections to Jewish religion, Israel, history, and peoplehood. We strive to empower participants to examine their own Jewish identities, and to find a meaningful journey within the Jewish tradition.

Mission: Inspire, educate, and empower BU students to lead meaningful, joyous Jewish lives.

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Vision: Every student makes an enduring commitment to ignite their Jewish identity, activate community, and engage the world around them.

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About Executive Director

Executive Director, Reb Jevin Eagle, has 25+ years of business experience, including being a partner at consultancy McKinsey & Company, Inc., senior executive at Staples, CEO of DavidsTea and Board Member of publicly traded Carter's, Inc. In addition, Jevin has a life-time of deep involvement in the Hillel movement: He was student President of Hillel at Dartmouth College, Board Chair of Hillel at Harvard, Board Chair of Hillel at Dartmouth, and Board Member of Hillel International. In addition, he served on the Board of Combined Jewish Philanthropies and Solomon Schechter Day School of Greater Boston. Jevin is currently entering his fourth year of rabbinic school at Hebrew College. Jevin has lived in the Boston area for almost all of his adult life. He is married to Dr. Janine R. Eagle who is a pediatric ophthalmologist and they have two daughters: Jaclyn, a junior at Dartmouth College; and Roxy a sophomore at Gann Academy.