

Boston University Hillel
Development Coordinator
Development Job Description

Role Overview

Make your mark on Jewish student life by joining Boston University Hillel, a thriving nonprofit organization situated at an amazing world-class private University. You'll power BU Hillel by supporting efforts to connect people, vital funds and resources to our mission. Boston University is home to one of the largest Jewish undergraduate populations at a private university globally, with 4,000 Jewish undergraduate students and 2,000 Jewish graduate students.

BU Hillel also works closely with a world-class advancement department, BU Advancement, employing 200+ fundraising professionals. You will get the chance to work closely with BU Advancement by partnering with giving officers and staff and being a valued member of their team.

You will work closely with the Executive Director, CEO and Chair of the Development Committee. The Executive Director is an award-winning 10 year employee of BU Hillel and Professor at BU's College of Communications. The CEO is a former McKinsey partner, public company director, and Professor at BU's Questrom School of Business. The Chair of the Development Committee is former head of Development for all of Boston University. You will report to the Executive Director.

What You'll Do

Donor Cultivation and Solicitation

- Drive efforts to grow and sustain major gifts program of 160 donors giving \$1,000+
- Create, manage, and update BU Hillel Annual Development Plan.
- Manage major prospect research through strategic work with BU Major Gifts Officers in partnership with BU Hillel Executive Director.
- Support the Board's Development Committee.
- Provide staffing support (e.g., scheduling, development of materials, taking minutes) for Board of Directors and various other lay leader groups.

Grant and Foundation Management

- Research, write, and track grant 20-30 proposals/reports annually from \$1,000-\$100,000+.
- Administer and report on grants
- Manage stewardship of foundation partners with campus updates, multimedia, and ongoing 1x1 communication

Data Management

- Supervise Database Intern
- Manage the organization's full donor and prospect and growth lists.
- Organize cultivation, solicitation, and stewardship plans for CEO and Executive Director for major and leadership gift asks of up to \$150,000+.
- Generate weekly reports on fundraising performance.

On a day-to-day basis you will

- Execute prospect research, primarily of BU donors who give Jewishly, but not yet to BU Hillel.
- Continue building relationships with BU Major Gifts Officers in effort to enhance prospect work.
- Track all donor plans, and cultivate, solicit, and steward personal portfolio in a timely manner.
- Track and prepare for CEO and Executive Director's solicitation and stewardship meetings.
- Coordinate all interfaces and interactions with BU Development in partnership with Executive Director, ensuring best possible cooperation with BU's fundraising agents.
- Manage Database Intern to ensure all database entries are updated in a timely manner.
- Manage BU Hillel's fundraising lists, data, and full-range of uses of the BU Fundraising database.
- Write, track, and manage grant proposals and reports for individual donors, foundations, Jewish Federations, Hillel International, and other funders.
- Serve as a liaison between BU Hillel and select stakeholders, including CJP, other Foundations, and Hillel International Development Staff.
- Report timely and accurate information to the CEO and the Board.
- 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.
- Plan and organize logistics for Board meetings and Development Committee meetings (4 per year).
- Plan and organize Director's Council meetings (3 per year).

What You've Accomplished

- 0-3 years of experience. While development experience is desirable, it is not necessary. We are most interested in someone who is organized, driven, energy and mission focused. The most important experience we are looking for is the ability to organize people and projects and the ability to inspire commitment and action.
- We are interested in people with backgrounds in PR, Communications, Marketing, Communal Engagement, Jewish nonprofit, in addition to development/fundraising experience
- Bachelors degree required

What You'll Get Out of It

- High-level professional development to help develop core skills and gain expertise from University, Jewish communal, and nonprofit fundraising experts and lay leaders
- Mentoring and career coaching to help you during and after your position
- A network of terrific colleagues from across the Hillel movement.
- A comprehensive benefits package, including health insurance, Tax Deferred Retirement Plan, Life, AD&D and Long Term Disability insurances, Flexible Spending Plan, generous vacation/sick time, and parental leave.
- The salary range for this role is \$50,000-\$60,000

What You'll Bring to the Job

Inspires

- Energy, enthusiasm, a can-do attitude
- Ability to passionately represent BU Hillel's mission

Organized

- Can work independently and also collaboratively



Come as you are. Make it yours.

- Thorough, accurate, comfortable with numbers and basic finance and accounting concepts
- Can keep track of multiple work streams

Excels

- Effective at selling
- Successful track record of project management and managing many tasks

About Boston University Hillel

Boston University Hillel is at the hub of a world-class university, in a thriving city of Boston, right near Fenway Park. Home to 4,000 Jewish undergraduates and 2,000 Jewish graduate students, BU Hillel's mission is to inspire, educate, and empower BU students to lead meaningful and joyous Jewish lives. We engage 4,000 students per year, 600 qualify as in-depth relationships. 200 students travel with BU Hillel each year. We have 160+ student leaders and 120+ lay leaders.

About Hillel International

In 1923, Rabbi Benjamin Frankel started Hillel with humble means, a noble mission and a breathtaking vision: to convey Jewish civilization to a new generation. 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. As Hillel evolves as an organization, the mission remains steadfast: to create lasting connections with every Jewish student that foster an enduring commitment to Jewish life, learning, and Israel and train them to become the next Jewish leaders.

Boston University Hillel is affiliated with Hillel International. Hillel International enriches 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.

Hillel is an equal opportunity employer. We are committed to creating an accepting and inclusive environment for all.

To Apply

Apply at www.HillelJobs.com and include your resume and cover letter.