The Opportunity

Brandeis University – a distinguished private research university recognized for its academic excellence and leading-edge research – has an exciting opportunity for a talented and motivated Director of Development, Brandeis Hillel.

Brandeis has the highest percentage of Jewish students of any nonsectarian institution outside of Israel. The Jewish student body is simultaneously the most diverse in the United States and the most Jewish-affiliated. Hillel serves as a main hub for Jewish life on campus and is the place where students forge new friendships, meet dedicated mentors, celebrate Jewish traditions and engage in service to others. In 2017 and 2018, The Forward recognized Brandeis as one of the best schools for Jewish life and as one of the most Israel-friendly campuses. Learn more about Brandeis Hillel at: www.brandeishillel.org

Located in the suburbs of Boston, a global hub for higher education and innovation, Brandeis is dedicated to first-rate undergraduate education while making groundbreaking discoveries. Established as a nonsectarian university in 1948 by members of the American Jewish community, our visionary founders shared a commitment to social justice and to making the world a better place.

Our founders’ pioneering spirit and intellectual pursuits continue today at Brandeis – from helping to solve a national public health crisis through work at its newly established Opioid Policy Research Collaborative, to the biological discoveries that last year earned two faculty members a Nobel Prize in Physiology or Medicine. We aspire to further such important endeavors and are looking to grow our team with individuals who share our passion and commitment. In preparation for its next ambitious campaign, Institutional Advancement (IA) seeks to strengthen the bonds with the University’s many constituencies. By working together, we will secure the financial resources necessary to continue the legacy of excellence in teaching, research, and scholarship at Brandeis.

Position Summary

As a member of the Institutional Advancement division, the Director of Development, Brandeis Hillel, is responsible for leading and managing the fundraising programs for Hillel. This is a strategic position that involves maximizing the fundraising efforts of the Brandeis Hillel Executive Director (ED), and developing and executing annual and long term development plans. In addition to supporting the fundraising efforts of the ED, the Director will manage a portfolio of approximately 100 donors and prospects, and be responsible for personally soliciting annual gifts of $1,000 to $25,000 or more. This position is expected to deliver a minimum of $1 million in annual donations for Brandeis Hillel, a figure that should significantly grow over time.
Other responsibilities include assisting in planning and running meetings with officers of the Hillel Board, as well as coordinating other events to raise the visibility and awareness of Hillel’s mission. Additionally, the Director will be charged with developing and managing a Hillel Parents Council. The Director will work with Hillel staff to promote Hillel activities, events, and news to donors and prospects.

The Director will partner with fundraising colleagues in the Institutional Advancement office on comprehensive asks and strategies where donors have multiple giving interests, including joint cultivation, solicitation, and stewardship of donors for strengthening Jewish student life at Brandeis. The Director will also work with members of the IA team to plan, coordinate and execute direct marketing and participation efforts, including mail, email and social media appeals, as well as phonathon efforts. The Director will be responsible for ensuring that all fundraising activities are properly recorded in the IA CRM database and central filing system and will monitor gift processing, receipting and reporting for Hillel.

The work of the Director is fundamental to achieving the goals of and underwriting programmatic support for Brandeis Hillel. To serve as a liaison between and representative of Institutional Advancement and Brandeis’ alumni, parents and friends, the officer will exhibit in-depth knowledge of the University and Brandeis Hillel programs and activities. Creating strong and positive relationships is fundamental to this highly visible position where energy, diplomacy, sophistication and an understanding of philanthropy, higher education and Jewish culture and traditions are key factors to success.

Decisiveness, trustworthiness, discretion, and creativity are indispensable qualities of the Director. The incumbent must have the ability to interact easily with individuals of diverse and considerable social, economic, cultural and educational backgrounds, and at all times, must professionally represent Brandeis.

**Primary Responsibilities**

- Direct all fundraising activities for Brandeis Hillel by managing a portfolio of approximately 100 prospects who have the capacity to make gifts of $1,000 to $25,000 annually, traveling to key markets to conduct face-to-face personal visits each year (50+ unique prospect/donor visits, 25 of which should be discovery meetings with new prospects).

- Develop meaningful, mutually-beneficial relationships with current and prospective donors on behalf of the University and Brandeis Hillel. Successfully advance relationships through the development cycle – from identification and discovery to solicitation and stewardship. Nominate prospects for volunteer opportunities, awards, and honors. Identify and promote prospects and leads to the attention of major, principal gifts and/or planned giving programs, as warranted.

- Develop and execute fundraising strategies and initiatives to support Hillel and Jewish student life at Brandeis, including supporting the fundraising efforts of the ED and collaborating with IA colleagues to plan and execute joint solicitations, direct marketing fundraising appeals and student calling efforts.

- Organize four annual board of directors meetings; launch and manage the Hillel Parents Council.

- Support, promote, coordinate and/or execute as needed, events, activities, news, and programs that raise the visibility of Hillel and Jewish student life and engages prospects and donors.
Essential Functions and Time Allocation

50% - Portfolio Management. Manage and solicit assigned prospects annually by conducting in-person visits, engaging in substantive telephone conversations and writing personal correspondence. Serve as the donor’s point-person for the University, ensuring effective follow-up and responsiveness to donors’ inquiries, questions, and interests.

25% - Fundraising Program Development. Direct the planning and execution of annual giving programs, segmentation and appeals, creation of giving societies and stewardship programs.

20% - Volunteer Management. Support the ED in planning and running meetings of the Hillel Board. Create and manage the Hillel Parents Council and oversee all special initiative and peer-to-peer fundraising efforts for Brandeis Hillel.

5% - Communications & Data Management. Routinely interact and collaborate with staff members across the Institutional Advancement division, as well as with University faculty, staff and administrators. Record activities, contacts, correspondence, proposals and strategy plans in the donor database, working with support staff to ensure proper records administration and that constituent biographic and contact data maintained in the database is accurate and up-to-date.

Qualifications

- Bachelor’s degree required.

- Minimum of 3 years full-time work history with experience in a higher education or non-profit setting preferred; direct experience with fundraising and volunteer management highly desired.

- Ability to solicit and close philanthropic gifts at the $1,000+ level, or equivalent experience in a related field such as sales or customer acquisition.

- Superior interpersonal skills with proven ability to successfully interact and collaborate with varied constituencies in a professional manner, exhibiting excellent written and oral communications skills.

- Ability to apply good judgment and discretion when dealing with highly confidential alumni, parent, student, family, donor and prospect information.

- Must be a detail-oriented, self-starter with an ability to work independently and manage multiple priorities to meet challenging timelines and achieve annual goals. An attitude of doing what it takes to get the job done.

- Must be able and willing to work occasional evenings and weekends. Must be able and willing to travel throughout the United States to attend events and to meet with prospects and donors to further discovery, cultivation and solicitation strategies.

- Proficiency in computers and the ability to use standard software and donor database systems in the execution of the job. Facility with financial data and ability to analyze and report on goals and activities.
Commitment to Diversity, Equity, and Inclusion

Founded as a model of ethnic and religious pluralism, Brandeis University welcomes students, faculty, and staff of every nationality, religion, and orientation. Social justice is central to the mission of Brandeis, which endeavors to foster a just and inclusive campus culture that embraces the diversity of our larger society. Brandeis embodies the American heritage of cultural diversity, equal access to opportunity and freedom of expression. Learn more at: http://www.brandeis.edu/about/mission.html

Brandeis University is an affirmative action/equal opportunity employer. It is the policy of Brandeis University not to discriminate against any person on account of race, color, ancestry, religious creed, gender, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, veteran status, or any other category protected by federal or state law. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President of Human Resources, Bernstein-Marcus building, 781-736-4464.

Submit Your Candidacy

We welcome your nominations, inquiries and expressions of interest in this position, which may be directed informally via email or telephone to Advancement administration contacts:

Ania Morris
Assistant Director, Advancement Talent Management & Administration
781-736 -4004 | armorris@brandeis.edu

Elizabeth Crabtree
Vice President, Advancement Administration & Operations
781-736-4034 | ecrabtree@brandeis.edu

To apply, please visit our career website and submit your cover letter and resume via the Brandeis University Human Resources online portal at https://careers.brandeis.edu/staffjobs/

Please note that you must upload your cover letter and resume as one combined file.

The material presented in this position summary is for informational purposes only. Candidates offered a position at Brandeis University may be subject to an employment reference check and additional background screening satisfactory to Brandeis. This screening may include a criminal background check, drug testing, and motor vehicle records check.