



## **Engagement and Development Director**

The Jewish Coalition Against Sex Trafficking Chicago (JCAST) Chicago works to eradicate sex trafficking in the Chicagoland area through public awareness, community engagement, policy advocacy at local, state and national levels and community service. Inspired by Jewish values, JCAST partners with interfaith and human rights groups, non-profit organizations, government officials, and law enforcement agencies. JCAST Chicago was founded in 2014 by the National Council of Jewish Women Chicago North Shore section (NCJWCNS). More info at [www.ncjwcns.org](http://www.ncjwcns.org) and [www.jcastchicago.org](http://www.jcastchicago.org).

**POSITION TITLE:** Engagement and Development Director (Part Time: 15 hours/week)

### **PRIMARY FUNCTION:**

The Engagement and Development Director is responsible for working with the Jewish Coalition Against Sex Trafficking to engage potential volunteers and supporters; plan and execute a variety of programs in Chicago and on the North Shore; develop and implement programming for Jewish and secular youth; staff the JCAST Chicago Steering Committee and its action teams; create and implement a development plan that includes grants and individual donations; and coordinate publicity. The Engagement and Development Director works in a creative partnership with and reports to the Co-Chairs of JCAST Chicago.

### **DUTIES AND RESPONSIBILITIES:**

#### Engagement

- Identify individuals and organizations for outreach targets; secure and lead meetings.
- Reach out to potential, new and veteran members to engage them in JCAST Chicago.
- Develop and maintain relationships with other community organizations and coalitions, and attend events as assigned.
- Represent JCAST Chicago in the community, at synagogues, and with other Jewish and secular organizations.
- Develop, market, and implement anti-trafficking educational programming, community service and advocacy initiatives in the Chicago area.
- Coordinate monthly E-News, develop web content and maintain JCAST Chicago website.

#### Fundraising

- Staff fundraising committee and plan events as needed.
- Write grants, fundraising letters, and web-based appeals.

### **POSITION REQUIREMENTS**

- Knowledge of the Chicago area Jewish community.
- At least 5 years of non-profit experience in the areas of outreach and development.
- Experience staffing Boards and committees.

- Excellent organizational skills including flexibility to handle multiple tasks in coordination with multiple individuals.
- Excellent oral and written communication skills.
- Energetic, creative, self-motivated.
- Proficient computer skills.

**ADDITIONAL INFORMATION:**

- Flexible hours: 15 hours per week.
- Flexible workplace options: home-based and/or based from the NCJW Chicago North Shore Section office in Northbrook
- Salary commensurate with experience. No benefits.

**Applications will be accepted until position is filled. Please forward cover letter and resume to Donna Fishman at [donna@jcastchicago.org](mailto:donna@jcastchicago.org). Posted April 13, 2017.**