Manager of Philanthropy
Position Description

Position Overview

Spertus Institute for Jewish Learning and Leadership is seeking an experienced professional to help drive the its development function during an exciting period of organizational and operational growth.

The successful candidate will report directly to the Vice President of External Relations and collaborate closely with talented professionals across the development, marketing, recruitment, and events functions.

The Manager of Philanthropy’s primary role will be to develop and implement strategies to achieve the annual campaign’s financial, donor, and membership goals. He or she will manage an initial portfolio of 1,000 donors and members, including identifying, qualifying, cultivating, soliciting, and stewarding gifts between $50 and $5,000.

The Manager of Philanthropy will lead the identification, research, and development of campaign prospects, both individual and institutional, and determine viable funding sources. Knowledge, experience in and creative uses of in-person, direct mail, on-line, and social media solicitations will be required. In addition, the Manager of Philanthropy will be expected to assist in the identification, preparation, and reporting of grants that fund learning, leadership, and cultural programs. Some evening and weekend work will be required.

Responsibilities (Under the Direction of the VP of External Relations)

- Develop fundraising plan and timetable along with key tools and resources necessary to ensure a successful Annual Campaign
- Secure funding from donors, members, foundations, institutions, and corporations
- Cultivate relationships with prospect and existing donors, including development and implementation of stewardship programs
- Mine and evaluate data to identify viable markets and new donor prospects
- With colleagues in Marketing Department, develop print, electronic, and social media content to support fundraising activities
- Introduce ideas and plans for special events that attract prospects and nurture current donors
- Manage, track, and report on the campaign budget
- Identify, prepare and report on grants in concert with VP of External Relations, Provost, and others as designated
- Supervise back office operations including Raiser’s Edge, data entry, gift processing, record-keeping, reporting, and donor acknowledgement
Qualifications

- Minimum of 5 years of experience with demonstrated success as a fundraising professional, preferably with multi-faceted programs using person-to-person, events, direct mail, social media, and online fundraising techniques
- Track record of having raised multi-level gifts for a nonprofit organization
- Knowledge of, and established relationships within, the Chicago-area Jewish community
- Outstanding interpersonal skills and demonstrated ability to build trust and rapport with a range of stakeholders including trustees, members, community leaders, funders, donors, and staff
- Excellent communication skills, with proven ability to write effectively and speak persuasively
- Experience with Raiser’s Edge and Microsoft Office
- High degree of organizational, analytical, and strategic thinking skills
- Ability to effectively and proactively multi-task, meet deadlines, and deliver results
- Demonstrated ability to work effectively as part of a team
- Experience supervising administrative support through an Annual Campaign
- Impeccable integrity, judgment, and discretion
- Strong professional presence
- Grant-writing, grants management, and proposal writing experience a plus

Benefits include vacation, dental insurance, retirement savings plan, sick leave, Jewish and secular holidays.

To Apply: Please submit your resume with a cover letter and record of success to:
Ellen Hattenbach at @ehattenbach@spertus.edu

NO PHONE CALLS PLEASE

Spertus Institute for Jewish Learning and Leadership

Founded in 1924, Spertus Institute is a 501c3 whose mission is to create dynamic learning opportunities, rooted in Jewish wisdom and culture, that enable personal growth and the development of future community leaders.

Graduate programs and professional workshops are offered in the Chicago area, in select locations across North America and in Israel, and through distance learning. Public programs—including films, speakers, seminars, concerts, and exhibits—are offered at the Institute’s Michigan Avenue facility, in the Chicago suburbs, and online.

An icon in Chicago and the Jewish community, Spertus Institute has evolved from a college of Jewish studies to a nationally recognized museum and today, to its primary focus as an adult Jewish learning institute and center for Jewish leadership training. As an educational nonprofit, Spertus Institute relies on funding from individual donors, private foundations, and grants, in addition to tuition and other areas of earned revenue.