

Development Manager Job Description

About JQY

JQY (Jewish Queer Youth) is a nonprofit organization supporting and empowering LGBTQ youth in the Jewish community, with a special focus on teens and young adults from Orthodox, Chasidic, and Sephardi/Mizrahi homes. JQY fights to ensure the emotional and physical health and safety of this population. Our goal is for all these individuals to know: *You are a valued member of the Jewish community and you are not alone.*

JQY Culture

We prioritize creativity and experimenting with new things along with making sure that we have the time, energy, and resources to execute on them. At this pivotal time in JQY's evolution, we are looking for a stellar team member to contribute to our powerful forward momentum as the first full-time in-house development staff person. Though specializing in working with an at-risk population and dealing with heavy topics daily, we are a place of joy and celebration. As a small nonprofit, we are all team players who support each other to get work across the finish line. JQY offices are closed on all federal holidays and chaggim.

About You

You are a skilled writer, planner and relationship builder. You love creating systems to make things work better and you connect with the mission of JQY. You are decisive and have an intuitive sense about when you need to seek guidance and when you should make the call. You are confident in your skillset but always eager to learn. You respect the gravity of the unique risks facing our participants while helping to de-catastrophize their lives through lightheartedness and joy. You take the work seriously, but you don't take yourself too seriously.

A successful Development Manager will work confidently with all members of the staff to gather the information you will need to represent JQY to current and potential donors in writing and in person; work well with volunteer leadership (Board of Directors, Development Committee) at JQY; and possess both a big picture and small detail orientation to all aspects of the work of the Development Manager.

About the Development Manager Role

The Development Manager will work closely with the Executive Director to plan for and implement all aspects of development at JQY, including: institutional funding (research, grant proposal and report writing, moves management/foundation

relations); major donors (research, moves management, writing); mid-level and grassroots donors (research and moves management; online campaigns). The Development Manager will be responsible for keeping all donor data updated in the CRM, tracking fundraising metrics throughout the year and developing fundraising plans in collaboration with the Executive Director.

The Development Manager is a full-time position with flexible hours, including occasional evenings and weekends, to accommodate program schedules and availability. The position is based in NYC with a hybrid work schedule. They will report to the Executive Director and will work closely with the Director of Finance Operations.

Core Areas of Responsibility - Development Manager

- Expand, create and manage comprehensive development systems including: tracking donor touchpoints and activities; maintaining a reporting calendar; creating systems for and inputting data into JQY's CRM (CiviCRM); generating and managing fundraising reports; gift acknowledgement; fundraising event management; online campaign management.
- Manage grants process, including grant research, gathering information from colleagues to make a strong case for JQY, writing, application submission, reporting and ongoing stewardship.
- Lead individual donor management strategy including solicitations, stewardship, and cultivation efforts in partnership with the Executive Director.
- Expand and maintain a robust donor pipeline, including researching, identifying and creating moves for major donor prospects.
- Provide background and preparation for funder and prospect meetings.
- Partner with the communications team to maintain donor relations through regular, relevant communications and stewardship; plan for and manage regular digital fundraising campaigns.
- Plan and implement JQY fundraising events.
- Assist with revenue forecasting/budget projections.
- As staff at a small nonprofit, we are all team players who support each other to get work across the finish line. All staff are expected to:
 - Serve as an active contributor in all aspects of JQY.
 - Contribute as a vibrant, entrepreneurial spirit, with a positive, roll-up-your-sleeves attitude.

Core Qualifications

- A minimum of 4 years of previous development experience, 5-7 years preferred
- A track record of excellence
- Direct experience proactively managing all aspects of development operations including: grant tracking and reporting and moves management at all levels, including donor cultivation and stewardship
- Proven success in grant proposal and report writing
- Data entry skills and ability to learn new CRM system
- Proficiency in Google Suite
- Basic knowledge of AI or willingness to learn
- Excellent interpersonal, written, and verbal communication
- Self-starter with a strong work ethic and good time management skills
- Organized with a keen attention to detail
- Cultural competence and familiarity with both Jewish Orthodox and LGBTQ sensitivities and norms
- Ability to hold multiple and sometimes conflicting viewpoints at once. See [JQY Eilu V'Eilu philosophy](#)
- Excitement about being on the ground floor of a growing organization
- Kindness, consideration, collaboration, integrity, and a sense of humor
- Ability to work nights and weekends on occasion

We recognize that no candidate will possess all the ideal qualifications described, and we encourage you to apply if you feel you would be a good fit!

Salary and Benefits

- Salary: \$70,000 - \$80,000 and commensurate with experience
- Competitive benefits package
- Unlimited PTO
- Access to all WeWork offices worldwide
- Hybrid work schedule, at least 2 days in our NYC office (Mondays, Tuesdays, some Thursdays)

Equal Employment Opportunity

JQY provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender expression, age, alienage or citizenship status, creed, genetic predisposition or carrier status, national origin, disability condition, marital status or any other protected

characteristic as established by law. In addition, the organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

How to Apply

For immediate consideration, send your **cover letter and resume** using the form at [this page](#) by September 3rd at 5:00 p.m. EDT. Please note, candidates that do not submit a cover letter and resume will not be considered.

The anticipated start date for this position is approximately October 30, 2024.

We thank you for your interest in this career opportunity with JOY. Due to high volume, only those candidates selected for an interview will be contacted.