



PRIZMAH

Center for Jewish Day Schools

Position: Chief Development Officer

Reports to: CEO

Department: Executive

Location: New York City preferred – open to discussion

Date: Fall 2019

About Prizmah:

Prizmah's vision is of a thriving, passionate, engaged, and committed network of Jewish day schools that shape our community for generations to come. Educating our children is the most important investment we can make in their future. Jewish day schools inspire and nurture young people, prepare them for remarkable and meaningful lives, and enable them to thrive.

Prizmah enhances the ability of schools to excel and thrive. Prizmah is:

- **Building networks** for schools and their supporters to connect, learn and drive impact
- **Deepening talent** by investing in professional and lay leaders;
- **Catalyzing Resources** to generate funding for schools
- and accelerating **Educational Innovation** to foster teaching and learning to empower students to thrive

At Prizmah, we see what is possible for Jewish day schools, and we're passionate about making that vision a reality.

Position Summary

The **Chief Development Officer** will play an important, visible role for Prizmah and will work in close partnership with the CEO. With the CEO, Board Development Chair, strong and committed board members, and a dedicated professional staff, the CDO will lead the development efforts of Prizmah.

The CDO will lead Prizmah's development of key donor relationships and implement individual donor and foundation cultivation, solicitation and stewardship strategies to secure Prizmah's financial sustainability. This person will demonstrate past success in raising significant philanthropic revenues.





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The CDO will report to, and work closely with, the CEO and serve on the leadership team.

Key Responsibilities

- Work with the CEO, board chair, development chair, board members and professionals to lead, develop and implement a North American development strategy to increase the depth and breadth of foundation, individual donors and institutional support
- Promote Prizmah to new audiences and prospects to generate interest and support for the organization
- Refine and implement a strategic development plan for major donor prospects and a pipeline of smaller and mid-level donors
- With Prizmah's program and finance professionals, create and develop proposals for compelling funding opportunities
- Collaborate closely with the marketing team on all development-related marketing materials and communications
- Prepare and support the CEO, Board members and professionals, as appropriate, to cultivate and solicit major donor prospects
- Manage a personal portfolio of prospective major individual and foundation donors; maintain existing donor and foundation relationships and deepen those alliances through regular, relevant communications and stewardship
- Staff the Development Committee and work with the CEO support Prizmah's Board
- Participate in identifying and recruiting new prospective board members, including creating a pipeline of new prospective lay leaders and committee members
- Develop clear expectations, processes, systems, metrics and performance measures to guide development goals and efforts
- Supervise development team
- Work collaboratively with colleagues in a remote organization
- Serve as member of the Leadership Team
- Take on other assignments, as appropriate





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Qualifications

The successful candidate for this position will bring:

- 8-10 years of experience with demonstrated major gift solicitation results, a successful track-record of leading the creation and growth of strategic development infrastructure and programs
- Successful experience as the partner to a CEO and board
- Deep understanding of the North American Jewish philanthropic landscape with national experience preferred
- Demonstrated success in developing and executing a broad fundraising strategy (both short and long term)
- Experience using and measuring best practices in major gift and pipeline development
- Strong management skills, both strategic and operational, and a demonstrated ability to build, manage, mentor and motivate an effective team
- Well-honed written communications and public presentation skills
- Strong collaborative nature and skills, and a commitment to team results
- Ability to manage complex relationships and multiple priorities; outstanding diplomatic, negotiation and ambassadorial skills
- Demonstrated commitment to Jewish day schools and the Jewish future
- A strong work ethic, ability to maintain and model high personal, ethical and professional standards, as well as an outgoing and positive personality
- Great judgment and sense of humor, excellent listening skills, commitment to collegiality, and curiosity
- Demonstrate the Prizmah values of respect, responsibility and learning
- Willingness to travel 25%
- A Bachelor's degree is required; an advanced degree is desirable.

To apply, please send a cover letter and resume to employment@prizmah.org. Please include Chief Development Officer in the subject line.

