



# PRIZMAH

Center for Jewish Day Schools

**Position:** Associate Director, Development, Full-time, Exempt

**Reports to:** Vice President, Development

**Department:** Development

**Location:** NYC or Remote

**Date:** March 2021

## ABOUT PRIZMAH

Prizmah is the network for Jewish day schools across North America. We partner with day schools, yeshivas, philanthropists, and communities from all denominations, helping them grow their reach and impact and tackle the challenges on their paths to success.

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. 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 to flourish; and accelerating educational innovation, to foster teaching and learning opportunities that empower students.

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

## POSITION SUMMARY

The Associate Director of Development will be an essential member of the Prizmah Development Team alongside our Vice President, Development and Grants and Data Manager. This person will be responsible for implementing critical components of the development strategic plan, including stewardship initiatives as well as creating inspirational and effective donor communications.

## CORE RESPONSIBILITIES

### Create Inspirational Donor Communications

- Create and distribute content (newsletters, postcards, reports) demonstrating impact of donations and updates on organizational objectives.
- Write reports as required by grant agreements in partnership with the Grants and Data Manager and internal program officers.

### Manage Projects that Support Development

- Design and implement stewardship opportunities for donors and donor prospects, such as holiday gifts.
- Regularly maintain and update Blue Diamond Giving Society webpage and other development virtual content.



- Plan and execute events for Blue Diamond Giving Society members.
- Monitor and update progress in fundraising activities for CEO and VP Development in Prizmah's database.
- Schedule and support meetings with Development Committee members, including monitoring progress in fundraising activities and reporting donor activities to relevant staff or board members.

### Prepare Opportunities for Fundraising

- Identify prospects interested in day school giving through partnerships with individual schools, Federations, and philanthropic organizations.
- Collect and curate an ongoing list of potential project-based funding opportunities.

### Experience and Qualifications

- 4-6 years development experience, or related field.
- Excellent written and verbal communication skills.
- Collaborative nature, flexible, and growth-minded.
- Ability to manage and prioritize multiple simultaneous projects.
- Proficient in Microsoft Office Suite, Google Apps, and fundraising software and/or databases.
- Knowledge of the Jewish community, Jewish day schools, and the Jewish philanthropic world a plus.

## SALARY RANGE

\$70,000 - \$80,000

To apply, please send a cover letter and resume to [employment@prizmah.org](mailto:employment@prizmah.org). Please include **Associate Director, Development** in the subject line.

