



Position: Director of Mission Advancement
Organization: Jewish Family & Career Services
Reports to: CEO
Position Type: Full-time
FLSA Status: Exempt
Location: Louisville, Kentucky
Website: jfcsloouisville.org

Vision, Mission and Values

Jewish Family & Career Services (JFCS) was established in 1908 to support Jewish refugees and immigrants settling in the Greater Louisville area. Today, JFCS provides life-changing services for people of all backgrounds in the areas of:

- Career Services
- Counseling Services
- Family Strengthening
- Jewish Life
- Klein Older Adult Services
- Navigate Enterprise Center

Vision: All in Greater Louisville live with dignity and purpose.

Mission: We expand possibilities for each person and every family to meet life's challenges with confidence.

Values: Guided by our Jewish values, we serve people of all backgrounds with:

- ***Kavod:*** Respect for the undeniable humanity of each person.
- ***Chesed:*** Actions rooted in compassion and empathy.
- ***Kehilah:*** Connections that strengthen individuals and build community.
- ***Tzedek:*** Advocacy that fosters fairness and equity.
- ***Avodah:*** Service to others that has the power to repair our world.

Duties and Responsibilities

JFCS is seeking a Director of Mission Advancement who will lead and ensure the implementation of the JFCS development and stewardship efforts to grow the necessary resources for the organization. The Director will supervise the Mission Advancement team and report to the CEO.

The Director of Mission Advancement will provide oversight, strategy, goals and accountability for the Mission Advancement team based on the development audit, plan and strategic imperatives. The Director will create a culture of relationship building, donor engagement and maintain an individual portfolio of donors.

The Director will oversee and implement the Annual Giving, Major Gifts and Planned Giving programs. Other responsibilities include the supervision of team members working in the areas of events, volunteers, communications and grants to obtain resources and add new individuals into the prospect pipeline.

Qualifications, Competencies and Characteristics

- Bachelor's degree required, at least three years of fundraising experience, major gifts and donor stewardship experience, and management experience preferred
- A basic knowledge and the eagerness to learn fundraising principles and best practices
- A passion for the JFCS vision, mission and values and a desire to help "repair the world"
- Ability to develop constructive, cooperative, and respectful relationships with others and maintain those relationships over time
- An enthusiasm to connect prospects to their passions by listening, understanding and responding with timeliness and accuracy
- Meticulous organizational skills and attention to detail, creating a donor experience that is joyful, meaningful and fun
- Ability to articulate the JFCS story
- Embraces the role as JFCS "brand guardian" along with the CEO
- Operates with diplomacy and discretion
- Possesses an entrepreneurial spirit
- Prefers high expectations
- Has the change-making ability to create a culture of philanthropy
- Enjoys building a successful team
- Self-motivated with the ability to meet deadlines
- Effectively utilizes general and program-specific computer programs (Microsoft Office Suite, databases, etc.)
- Effectively operates typical office equipment (telephone, computer, fax machine, copier, mail machine, etc.)

Supervisory Responsibility: Communications Manager, Mission Advancement Associate

Travel Requirement: Local travel during the course of business.

Pre-Employment Requirements: Satisfactory completion of a pre-employment background check.

JFCS welcomes people with a growth mindset to our team and in return offers a generous and comprehensive compensation and benefits package including paid annual leave and sick time, medical and dental insurance, 403B, life, short-term and long-term disability insurance and generous paid holidays.

Jewish Family & Career Services IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate against any person or group of persons on the grounds of race, ethnicity, age, color, religion, sex, national origin, sexual orientation, gender identity, veteran status or physical or mental disability as defined by Title VII of the Civil Rights Act of 1964; 1991 Civil Rights Act amendments; The Americans with Disabilities Act; the Age Discrimination in Employment Act; the Kentucky Civil Rights Act; or in any manner prohibited by the laws of the United States, the Commonwealth of Kentucky, or local ordinance, in the recruitment, selection, promotion, evaluation or retention or any terms and conditions of employment for employees or volunteers.