



INTERNATIONAL FELLOWSHIP OF CHRISTIANS AND JEWS™

VICE PRESIDENT OF LEADERSHIP GIVING

The International Fellowship of Christians & Jews has an exciting opportunity available for a skilled, resourceful and motivated individual who would like to make a difference in the lives of others in helping a non-for-profit humanitarian organization fulfill its mission. We are presently in search of a DIRECTOR OF MAJOR GIFTS AND PLANNED GIVING as veteran philanthropy leader Chris Cleghorn and now SVP of Development, Marketing, and Communications at *The Fellowship* builds his team.

Provides hands-on leadership for growing and implementing a comprehensive major gift and planned giving program for IFCJ. Supervises Major Gift Officers (MGO's), Planned Giving Officers (PGO's), and Church Relations staff to ensure that realistic financial goals are established and met. Maintains frequent interaction with the President and the Senior Vice President of Development, Marketing and Communications to promote and to further the major and planned gift fundraising efforts of the ministry. Oversees the development of major gift proposals and solicitation of key individuals, churches and organizations. Works closely with divisional Vice Presidents to ensure consistency of message and seamless integration between fundraising, marketing, and communications.

Key responsibilities for this role include, but are not limited to:

- Creating and implementing a strategic multi-million dollar Major and Planned Giving annual fundraising plan.
- Staffing, developing and supervising Major Gifts, Planned Giving, and Church Relations staff to reach fundraising and other goals and objectives of IFCJ.
- Developing and administering department budgets.
- Working collaboratively with divisional Vice Presidents in the development of strategies and strategy implementation, and other special event planning to enhance stewardship and long-term donor relationships.
- Establishing and maintaining policies and procedures for the Major Gifts, Planned Giving, and Church Relations departments including training and performance standards that incorporate outstanding customer service and ethical business practices. This includes establishing appropriate financial goals and reporting processes.
- Ensuring collaboration and communication between Major Gifts, Planned Giving, and Church Relations staff so that planned giving opportunities can be presented as prospects are identified.
- Overseeing the major donor acknowledgement strategy and process to ensure appropriate, accurate and timely responses to major gifts.
- Working closely with the staff of our Israel Office and the allocations committee to identify projects that are appropriate major gift opportunities; ensures that fundable projects are available to MGOs and CRFs.
- Managing and cultivating a portfolio of major donors and major donor prospects. Develops new and enhances existing relationships with major donors by providing high quality one-to-one contacts. Arranges for major donor contacts by the President, senior staff and board members as appropriate.
- Directing research to identify major donor and planned giving prospects and to refine information concerning financial capability, special interests, past history and relationship with IFCJ.
- Developing marketing strategy and aggressively pursues opportunities for corporate, estate, family foundation, donor advised fund and foundation support.
- Working with the marketing team, develops effective and consistent marketing collateral that builds a greater understanding of and strong donor relationships to IFCJ.

- Providing individual and departmental performance reports on a weekly, monthly, and quarterly basis.

The ideal candidate will possess:

- Bachelor's degree in related field. Finance, Communications, Marketing, or Nonprofit Management preferred.
- 15+ years of proven, measurable success in marketing and fundraising with at least 5+ years at the senior management level that includes major gifts and planned giving. Demonstrated success will also include strategy development, implementation, and continuous development of such strategies.
- 15+ years of demonstrated excellence in managing and developing a team of fundraising professionals in multiple locations.
- At least 10 years experience in managing a profitable major donor caseload.
- Strong knowledge of planned giving vehicles.
- Ability to understand and endorse the mission, vision and values of IFCJ. Ability to excel at communicating our mission and converting these efforts into major gift commitments.
- Advanced knowledge of effective major gift techniques and best practices. Ability to integrate major gift and planned giving programs into successful leadership giving.
- Conducts business ethically and with integrity, demonstrates respect for colleagues; shows dedication to improving quality, and is committed to donor service.
- Ability to express self effectively and concisely, both orally and in writing.
- Well-developed analytical and problem solving abilities.
- Detail oriented and highly organized with the ability to manage multiple priorities in a rapidly changing environment
- Excellent team building and supervisory skills with demonstrated leadership and management abilities.
- Excellent communication, negotiation and presentation skills.
- High degree of initiative and independent judgment.
- Advanced skills with Microsoft Office applications and donor databases with familiarity using Wealth Engine software.

If you possess the background and skills required for this position, please submit your cover letter, resume and salary requirement to jobs@ifcj.org with **VPLG-0909** in the subject line. Please also state the source of the job posting information. We respectfully request that no phone calls or direct emails be placed to Chris Cleghorn or Human Resources but look forward to reviewing your background.

We offer a competitive salary, great benefits and an exciting, team-oriented work environment. *The Fellowship's* office is conveniently located in downtown Chicago within proximity to CTA bus and train lines, as well as Metra and South Shore train stations. We are an equal opportunity employer.