

**CAMP TAWONGA
DEVELOPMENT PROFESSIONAL
POSITION DESCRIPTION
SEPTEMBER 2008**

JOB TITLE: Development Director
DEPARTMENT: Senior Management
REPORTS TO: Executive Director
LOCATION: San Francisco/Groveland
JOB PURPOSE: To oversee Camp's development effort with initial focus on capital fundraising

VALUES AND SHARED EXPECTATIONS:

Act as a representative of the organization, demonstrating its goals in a positive and professional manner to all. Demonstrate professionalism and accountability. Take initiative to analyze and solve problems, treat others with courtesy and respect, respond to customer and staff needs, maintain a high degree of ethics, integrity and confidentiality.

GENERAL DESCRIPTION:

Camp Tawonga is seeking an experienced and sophisticated development professional to collaborate with Camp's Executive Director and Management Team to oversee and shepherd Camp's capital campaign. Once this effort is successfully completed the Development Director will assume overall responsibility for managing Camp's annual fundraising effort including foundation grants, major gifts stewardship and special projects.

RESPONSIBILITIES:

The responsibility of the Development Director will be to direct a comprehensive effort with a goal of raising \$25 million directed at capital improvements and the creation of a program, campership, and building and grounds maintenance endowment. In addition to managing all aspects of this project, the Development Director will work closely with Camp lay leadership and donors, staff and program participants to shepherd Camp's development work.

The Development Director will lead and/or participate in all functional areas of Camp Tawonga's development effort, including, but not limited to:

- Strategy development and implementation
- Donor stewardship
- Personal solicitations
- Grant writing & reporting
- Targeted campaign appeals
- Corporate support/sponsorship
- Direct mail/telemarketing
- Special events
- Online giving
- Planned giving
- Donor and foundation research
- Budget preparation

Other responsibilities

- Model behavior reflecting Camp Tawonga's professional standards and personnel policies
- Demonstrate commitment to Camp's mission and goals and participate in and promote Camp's programs

QUALIFICATIONS AND REQUIREMENTS:

- Proven success establishing and managing a successful development program
- Proven ability and success in development principles and protocols, including capital campaign experience and major gift stewardship and solicitation
- Passion for and desire to contribute to Camp's vision, management and philosophy
- Knowledge of and familiarity with the Jewish community
- Experience and demonstrated success supervising and managing staff
- Ability to think and work strategically and tactically
- Outstanding verbal and written communication skills
- Ability to create and manage workflow systems and protocols
- Budgeting and financial reporting
- Competence with appropriate computer software (e.g., Excel, Word, Development software)

STATUS: Exempt, management, full-time, supervisory, benefited position. Salary commensurate with experience.