



## **Chicago Development Manager**

**Location:** Chicago, Illinois

**Description:** 20-24 hours/week

**Start Date:** ASAP

**Hourly Rate:** \$30,000-\$37,000 for 20-24 hours a week

### **Organizational Background**

Avodah develops and engages a network of Jewish leaders working within the Jewish community and beyond to promote social justice and fight the causes and effects of domestic poverty. We achieve this through our many programmatic offerings including the Jewish Service Corps, the Jewish Justice Fellowship, the Avodah Institute for Social Change, and our alumni network.

Since 2006, Avodah Chicago has been training emerging Jewish leaders to take on critical social and economic issues in the local community – from criminal justice reform to health care to homeless services. We know that on-the-ground experience, intensive leadership development, and a supportive, pluralistic Jewish community are the perfect combination to lay the groundwork for a lasting commitment to social change. Over sixteen years, Avodah has built a network of committed donors and lay leaders in New Orleans.

### **Position Overview**

Avodah seeks a motivated fundraiser to help sustain and grow our Chicago Service Corps and Fellowship by executing a local fundraising plan, stewarding and growing our local donor portfolio, and engaging local ambassadors. The staff member may also be responsible for some of our national portfolio of donors who live in regions outside of our program cities. The position will be located in Chicago

### **PRIMARY RESPONSIBILITIES:**

- Grow and manage a portfolio of local donors through moves management activities including prospect identification, cultivation, solicitation, thanking, and ongoing stewardship;
- Manage the local Chicago Advisory Council, including running bi-monthly meetings, and engaging members as ambassadors in development efforts;
- Collaborate with national team of fundraisers to execute Avodah's FY2023 Development Strategy;

- Regularly inform Avodah staff of progress toward fundraising goals and confer with staff regarding same;
- Act as the professional key point of contact for all prospective local funders;
- Collaborate with the local Chicago Service Corps Program Director and Chicago Fellowship Director to stay updated on the Chicago program, to be able to update local stakeholders and invite them to local events; and
- Run small fundraising events -- with the possibility of a larger event -- in collaboration with local lay leaders;
- Depending on experience and capacity, this role may also manage our National portfolio, which includes donors who live in cities across the country who do not live in an Avodah program site.

### **About you:**

*We are looking for candidates who have at least 2 years of relevant experience, as well the skills and competencies listed below. We know that systemic inequities in hiring have caused people from historically marginalized groups to only apply to jobs if they meet 100% of the qualifications. We encourage you to break this statistic and apply, as no one ever meets 100% of the qualifications. We look forward to your application.*

- **You are an experienced fundraiser** who can effectively steward relationships of major donors.
- **You are a collaborative team-player** who can work with staff across the country, build locally relationships and cultivate a strong funder community locally
- **You are accountable for your own work and are a strong project manager.** With a part-time role, you juggle competing demands, prioritize with ease, and are efficient with your time. You are comfortable with deadlines.
- **You have a deep understanding of and connections to the local Jewish and/or social justice landscape**

### **What we offer:**

- **Healthcare:** 50% employer paid medical and 100% employer paid dental, vision, and disability insurance
- **Time off:** Vacation days (starting at 15 per year prorated for half-time work and increasing with paid employment) and sick time (12 per year, prorated for half-time work), plus paid time off for Jewish and secular holidays
- **Generous paid parental leave policy**
- **Flexible spending account options**
- **Retirement savings plan** with an employer contribution after 90 days of employment
- **A flexible work schedule**
- **Professional development funds** and opportunities to learn and grow
- **A strong organizational culture** and supportive team with employee well-being prioritized
- **Commitment to creating a diverse and inclusive workplace** that enables everyone to bring their full self to work and make a positive impact on the world

- **Being part of a passionate team** of people who are devoted to Avodah's mission

*This position is included in a union-represented collective bargaining unit, and specific terms and conditions of employment may be subject to a future Collective Bargaining Agreement.*

**Location:** This is an in person job based in Chicago. Avodah has an office at Sketchpad Chicago, and the staff member would be welcome to work there or work full time from home. They are expected to be in Chicago the majority of the time to do in person meetings with donors and community members. They can work remotely for short periods of time in other locations, if desired, and approved by their supervisor.

**TO APPLY:**

Please click [this link](#) to apply. Due to the volume of applications, we are only able to respond to those applicants granted an interview. Applications will be accepted until a hire is made and interviews will be set up on a rolling basis. Please direct any questions to [jobs@avodah.net](mailto:jobs@avodah.net).

***Creating a more just world is a core part of our mission, and Avodah is working to continually strengthen our efforts towards equity and inclusion in the workplace. We strive to build a diverse team that brings with them a variety of identities, backgrounds, perspectives, and skills. Sephardic and Mizrahi Jews, people of color, women, people with disabilities, immigrants, LGBTQIA people, and people who come from poor or working-class backgrounds are strongly encouraged to apply. Avodah is an equal opportunity employer.***