



Midwest Development Officer

Location: Midwest, with preference in Chicago

Description: Full Time

Start Date: Spring 2023

Salary: \$65,000-\$85,000 depending on experience and location

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.

Position Overview

Avodah seeks a motivated fundraiser to help sustain and grow our fundraising plan in the Midwest. The job will entail executing local fundraising plans, stewarding local donors, engaging prospective donors, and working with local ambassadors in the Midwest. This position will also be responsible for a portfolio of national donors who do not live in our program cities. This job will involve traveling periodically to cities to meet with donors. This position will remotely report to the Director of Individual Giving.

PRIMARY RESPONSIBILITIES:

- Grow and manage a portfolio of local Midwest-based donors through moves management activities including prospect identification, cultivation, solicitation, thanking, and ongoing stewardship;
- Grow and manage a (smaller) portfolio of donors across the country who are not located in our core program cities, including occasional travel to meet with them (i.e. once per quarter).
- Manage the Chicago Advisory Council, including running bi-monthly meetings, and engaging members as ambassadors in development efforts;
- Run small fundraising events -- with the possibility of a larger event -- in collaboration with local lay leaders;
- Act as the professional key point of contact for all prospective local funders;
- Collaborate with local program staff to stay updated on the programs, to be able to update local stakeholders and invite them to local events.
- Collaborate with national team of fundraisers to execute Avodah's FY 2023 Development Strategy; and

- Regularly inform Avodah staff of progress toward fundraising goals and confer with staff regarding same.

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 cultivate and 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.** 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**
- You are able to travel several times annually as required to manage your portfolio and collaborate with national staff.

What we offer:

- **Healthcare:** 100% employer paid medical and 100% employer paid dental, vision, and disability insurance
- **Time off:** Vacation days (starting at 15 per year and increasing with paid employment) and sick time (12 per year), 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 a remote job for someone located in the Midwest, with a preference for Chicago. Occasional in person work will be required, including some travel throughout the region.

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.

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.