



## U.S. ISRAEL EDUCATION ASSOCIATION

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### **DIRECTOR OF DEVELOPMENT**

#### **VISION**

USIEA fosters communication between U.S. and Israeli leaders and experts to fill existing information gaps and enhance understanding of mutually beneficial relationships, leading to informed government decisions.

#### **MISSION**

USIEA is dedicated to educating and serving senior governmental leaders to advance important dialogue between the United States and Israel.

#### **VALUES**

USIEA values the Judeo-Christian heritage and the historical and biblical significance of Israel.

#### **Job Title**

Director of Development

#### **Job Overview**

As a member of the team, the Director of Development will be at the forefront of driving our donor giving. The primary responsibility will be to identify, develop, and coordinate all gift giving. The Director of Development will also be responsible for creating new donor opportunities to enable the organization to stand on firm footing. This role involves a mixture of strategic planning, market research/development, and most importantly, building lasting relationships to ensure that USIEA creates a legacy organization which benefits all of our stakeholders.

#### **Job Responsibilities**

1. Conduct market research to identify and create new donor opportunities,
  2. Develop donor funding forecasts for the Finance Committee,
  3. Prepare, discuss, evaluate, and implement strategies for fundraising at all levels of giving,
  4. Establish and maintain strong relationships with the Development Committee board members,
  5. Execute plans approved for all special fundraising events,
  6. Implement strategies to form stronger relationships with our donors by communicating on a timely basis to keep them informed and encouraged,
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7. Work with the Chief of Staff to create effective fundraising and donor appreciation gifts,
8. Develop cultivation strategies to identify and engage new and prospective donors,
9. Work with the Communications Department to develop new fundraising packages for existing and prospective donors,
10. Research and solicit financial contributions from 501(c)(3) organizations, foundations, DAFs, and counsel individual estate planning,
11. Represent USIEA's biblical values in all areas of your work as it relates to our staff, board members, donors, constituencies, outside organizations, and the general public.

### **Qualifications and Skills**

- + Bachelor's degree in business, marketing, or related field
- + Proven experience in marketing, sales, charity development, or a related field
- + Excellent communication and interpersonal skills
- + Ability to build and maintain strong professional relationships
- + Strategic thinking and problem-solving abilities
- + Proficiency in CRM software, PowerPoint, Microsoft Office, and Excel
- + Ability to work independently and as a part of a team
- + Excellent verbal and written communications skills
- + Ability to travel as required for development activities