



Director of Development

Beginning September 2023

Overview

Hillel Torah North Suburban Day School, located in Skokie Illinois, seeks a Director of Development to join the school's leadership team. The Director of Development provides guidance and direction to all aspects of the Hillel Torah development program, which currently includes a \$2 million annual fund and is nearing completion of a \$20 million capital fundraising effort. The successful candidate is an experienced fundraiser who is highly organized, able to manage multiple priorities effectively and enjoys collaborating with Board members, key stakeholders, faculty and administrative colleagues, parents, grandparents, and alumni to support Hillel Torah's growth and advancement. The Director of Development will report directly to the Business Administrator and work closely with the School Principal.

About Hillel Torah

We are a dynamic and innovative Modern Orthodox day school preparing the Jewish leaders of tomorrow. Our progressive, child-centered approach promotes academic excellence in both general and religious studies. We encourage our students to develop a life-long commitment to learning, the Jewish people, and the global community.

Responsibilities

The Director of Development will be responsible for the design, implementation, and execution of all Hillel Torah fundraising activities. Responsibilities include:

- Oversee the creation and execution of all fundraising strategies, campaign plans, and initiatives, in partnership with Hillel Torah lay leadership and executive team
- Manage a portfolio of major donors; create and implement individualized solicitation, cultivation, and stewardship plans
- Develop and oversee annual, capital, endowed and legacy donor recognition programs, events, and communications
- Support the work of the Development Committee, participate in board and committee meetings; prepare reports, materials, and presentations as needed
- Oversee all restricted giving and foundation relationships, including grant applications and reporting
- Manage the departmental budget for all development-related activities
- Oversee the routine updating of donor profiles; record all donor touchpoints and progress notes in the donor database management system
- Track, analyze, and report on campaign progress, results, and giving trends
- Work with the Director of Communications to build campaign messaging and materials in support of all fundraising initiatives
- Work with the Director of Admissions to create continuity between prospective family/student recruitment and their philanthropic support
- Supervise the development team

Qualifications & Skills

- 10+ years of experience in nonprofit fundraising or related field
- Successful track record of soliciting and closing six-figure major gifts
- Demonstrated ability to manage, motivate and effectively lead a team
- Experience working with a nonprofit Board of Directors, volunteer committees, foundations, high net worth individuals, and key stakeholders
- Passion for the school's mission and a commitment to Jewish education
- Detail-oriented with excellent project management skills
- Ability to develop and manage an annual campaign budget
- Excellent written and verbal communication skills; strong public speaking and presentation skills
- Knowledge of financial and record management policies, regulations, and procedures
- Strong working knowledge of Microsoft Office Suite; experience with fundraising CRMs
- Bachelor's degree required