



Richmond Jewish Foundation Chief Executive Officer

Richmond, VA



Background

The Richmond Jewish Foundation was established in 1979 for the advancement of Tikkun Olam and Tzedakeh in Central Virginia. They are a primary, trusted, and expert resource for planned giving and endowments. They engage, educate, and inspire generations of donors (L'dor v'dor) to create ongoing resources for charitable, religious, and educational needs.

Like a community foundation, RJF is an independent philanthropic organization working in a defined geographic area (in this case Richmond and central Virginia), which, over time, builds up a collection of endowed funds from many donors in the community. The Foundation also provides funding to charitable, educational, and religious causes outside of the region, including but not limited to Jewish causes. It provides services to the community and its donors, makes grants, and undertakes community leadership and partnership activities to address a wide variety of needs in its service area. RJF manages approximately \$50M in assets, 100 donor-advised funds, over 540 Legacy Plans, and works with 10-15 Partner Agencies. The RJF office sits on the same campus as the Weinstein JCC and the Jewish Community Federation of Richmond.

To learn more, visit rjfoundation.org.

Position

RJF seeks a Chief Executive Officer who is enthusiastic about the opportunities for growth, expansion, and innovation that the position presents. The new CEO will be tasked with enhancing the Foundation's role in the Jewish and general Richmond communities and its leadership among Jewish Community Foundations in the United States. RJF's CEO will serve as the organization's chief professional officer and senior development executive. They will be responsible for developing relationships with current and prospective donors to RJF, while guiding and consulting on the investment decisions and management of community assets. The CEO shall be responsible for arranging with individuals, families, and businesses to establish lifetime gifts, deferred giving programs, and bequests to RJF and for securing permanent endowments to support the missions and goals of RJF and its partner agencies.

The CEO will report to RJF's Chair of the Board of Directors and will lead a team of 3 professionals responsible for the development, operations, and administration of the organization.

Priorities

- *Stabilize, strategize, synchronize—work to rebuild the internal operations of RJF*
- *Create and implement a strategy to communicate the work of RJF to the Jewish and greater Richmond community*

- *Continue to support the staff in creating a supportive, flexible, and familial work environment*
- *Launch Life and Legacy 2.0 with the assistance of the Grinspoon Foundation; engage in the process and build on the previous success*
- *Be proactive in the community—build relationships with donors, increase assets, be a presence, form partnerships*

Responsibilities

Executive Leadership and Management

- Act as the primary driver in donor cultivation, solicitation, and stewardship, and serve as the “face” of the Foundation
- Work in a philanthropic advisory capacity with donors and their families on distribution opportunities both within and beyond the Jewish community
- Develop and/or oversee preparation and presentation of special initiatives and leadership requests to be considered for Board action
- Manage the Foundation’s staff on a day-to-day basis
- Hire, supervise, prepare and give performance evaluations; approve staff salary increases and negotiate employee benefits for Board approval
- Represent the Foundation at relevant community events and meeting
- Collaborate with the Federation leadership and board in its role as a primary partner and funder of Jewish community needs
- Attend professional conferences/workshops to enhance professional knowledge and technical skills
- Develop partnerships with synagogues and Jewish communal organizations to create visibility and a stronger presence in the Jewish community
- Work with staff to understand and improve processes and procedures as it relates to administration and communication with Board, donors, affiliates/agencies, staff, and lay leaders

Lay Leadership and Board Development

- Coordinate solicitation efforts, meet with donors and prospects, and close current and deferred gifts via a systematic process of prospect identification, qualification, building personal relationships, and gift strategy development
- Work with RJJ Board and their lay leaders to ensure and integrate their respective development goals which serve to formulate the Foundation’s overall goals
- Keep Board apprised of progress toward projected goals and provide updates on new strategies; maintain quarterly written progress reports

- Maintain proficiency regarding preparation of gift-planning illustrations including a comprehensive knowledge of the underlying laws, regulations, and current strategies in coordination with professional advisors
- Ensure that effective stewardship and recognition programs and events are planned and executed
- Keep up to date on emerging trends and developments in planned giving

Marketing and Digital Technologies

- Create marketing, brand identity and donor communication strategies to increase the visibility of the Foundation through various channels (print, web, social, e-news, video, etc.) for current and prospective donors
- Maintain a comprehensive and up-to-date database (CRM) in conjunction with staff of key donors and prospects, to include relevant demographic information
- Develop and manage marketing budget and effectively organize and prepare promotional literature in line with development initiatives
- Craft and articulate a compelling case for giving through and to RJF

Financial Acumen and Administration

- Oversee and supervise CFO's review of monthly, quarterly and on-demand reports and their formatting to assure proper communication and education
- Review preparation of statistics and reports and assure prompt response to requests from Board, donors and other organizations
- Supervise the preparation of the annual report and any other documents to be released to the public and donors
- Oversee the Foundation's budget in collaboration with the CFO

Qualifications & Skills

- Proven leadership in creating and transmitting a clear vision with stakeholders and staff
- Successful track record of fundraising, stewarding relationships with funders, board members, and foundations
- Outstanding communication skills, including the ability to make a dynamic case for RJF in written products and oral presentations
- Successful track record of managing an organization of similar size
- Strong experience in overseeing the financial management of an organization
- Experience supervising or developing a marketing and branding plan to support an organization's growth
- Excellent management skills that encourage creativity, collaboration, growth and problem-solving

- Demonstrated initiative and commitment to achieving and exceeding results with strong analytical skills
- Engaged in Jewish communal life and a commitment to a long-term vision for the Jewish community

Salary

\$165,000- \$195,000, commensurate with experience. Benefits include 20 days of vacation, with a 5-day carryover, 10 days of sick, 13 Jewish holidays, plus 6 additional holidays, health and dental insurance (RJF pays full premiums for employee, and offers discounted premiums for dependents), 403(b) retirement plan

This position description is based upon material provided by Richmond Jewish Foundation, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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