



# The Pardes Institute of Jewish Studies

## Chief Development Officer

Remote, East/Central Coast



## Background

Emphasizing an experience of Jewish tradition that speaks across boundaries, Pardes brings together Jews of all backgrounds to connect and grow through the shared language of classic Jewish text. Since its founding in 1972 in Jerusalem, Pardes has empowered Jewish adults of all genders and upbringings to delve into timeless Jewish texts, engage deeply with Jewish peoplehood, and strengthen their relationship with Israel. Pardes is fostering the Jewish leaders of today and tomorrow, demonstrated by our alumni community of nearly 10,000, which includes past and current Hillel professionals, Jewish educators, and Dorot and Wexner fellows. Pardes is on track to further root itself in the bedrock of Jerusalem and further establish itself as a pillar of strength in the Jewish world with the construction of its new home, Beit Karen, set to open in late 2025.

For more information about Pardes, go to [www.pardes.org.il](http://www.pardes.org.il).

## Position

The Chief Development Officer (CDO) position is a unique and critically important role for a top tier development executive to help optimize Pardes's fundraising opportunities. The CDO will join Pardes at an exciting moment of transition and growth and will play a crucial leadership role with an exceptionally invested and generous community of donors and staff. Pardes is looking for someone to enhance its development infrastructure in North America and Israel and help lead Pardes through its new strategic plan and next phase of growth.

The CDO will help Pardes with its support among existing donors, design growth initiatives that enable Pardes to tap into new segments of the North American donor marketplace effectively and efficiently, lead a team of development professionals, and steward and grow a portfolio of major donors.

The CDO will report to and work closely with the President, partner with the North American and Israel Board of Directors, collaborate with the Board Development Committee (to be formed), and serve as a member of the senior leadership team.

The CDO has a special opportunity to help accomplish the goals of the strategic plan and serve as the primary catalyst for our growth as Pardes seeks to increase annual giving from \$7m to over \$10m. The CDO will also be tasked with completing the final phase of the current \$36m capital campaign, and significantly grow the endowment in collaboration with an exceptional team of development professionals in Israel and North America. Pardes's leadership is deeply committed to its fundraising success and intends to grow its resources and reach to continue the organization's exceptional work.

## Role Priorities

- Create and implement a new development plan that supports the strategic planning process in partnership with the President and Board members.

- Significantly increase Pardes' annual fundraising efforts and endowment, with an emphasis on growing the number of major donors and honing and testing new messaging.
- Manage a development team to consistently meet organizational fundraising goals.
- Build relationships with key stakeholders nationally and internationally to raise awareness for Pardes and its programs. Communicate the mission and share the power of the diversity of Jews engaged in the space.
- Engage in a strategic practice around data.
- Continue to build the thoughtful, flexible, and warm organizational culture that has been a priority of the current President's leadership. Organize development team retreats and create an atmosphere for professional development.

## Responsibilities

### Development Direction and Leadership

- In conjunction with the President and Board, implement an ambitious development plan aimed at growing Pardes' revenue through high level solicitations and donor cultivation, retention, and stewardship.
- Develop and implement strategies to deepen and diversify Pardes' funding base and attract new major individual donors and foundations.
- Generate interest and support for the organization, including a plan to leverage our vast alumni network to encourage synagogues, Jewish Federations, other organizations, and individuals to visit Pardes.
- Actively participate in leadership gift solicitations; manage a personal portfolio of prospective major, individual, and foundation donors; and cultivate, steward, and deepen relationships with select existing major donors.
- Collaborate closely with the Chief Marketing Officer on development-related marketing materials and communications.

### Staff Management and Organizational Culture

- Recruit, train, inspire, and manage staff, creating a dynamic, effective, and integrated development team.
- Develop clearly defined expectations, processes, systems, metrics, and performance measures to foster an environment of achievement and to ensure staff accountability for excellence.

### Data and Operations

- Institute a system of critical evaluation of the effectiveness and success of Pardes' development activities and programs.



- Work in partnership with the Chief Marketing Officer and the Chief Innovation Officer to create and collaborate on projects and to involve them in solicitations.

### Lay Leadership Development

- Partner with the President to orchestrate Development Committee meetings and Board meetings, including preparation of agenda, reports and discussion topics.
- Collaborate with the two Board Chairs to maintain donor relationships and steward new relationships.
- Carry out Board guidance, training, and direction regarding fundraising; demonstrate progress on key initiatives and communicate those effectively to the Board over time.

### Qualifications

- A successful track record of soliciting and closing seven-figure gifts and up.
- Demonstrated success in implementing comprehensive fundraising strategies that include major and principal giving and foundation support, resulting in a significant increase in resource development and overall funding levels.
- Proven ability to effectively manage and lead diverse fundraising teams, fostering a collaborative and high-performing work environment.
- Ability to work collaboratively and harmoniously with the senior leadership team, fostering an environment of open communication, trust, and shared goals.
- A motivational communicator, both written and verbal, who is effective in 1-on-1 and group settings, as well as equally engaging with internal and external audiences.
- Knowledge of trends in prospect identification, donor relationships, and research.
- Experience developing and managing budgets.
- A passion for Jewish education, pluralism, and learning; commitment to living a Jewish life.
- Flexibility around time/hours/days as it relates to working with staff and lay leaders in Israel.
- A strong work ethic, including the ability to work efficiently under pressure; meet deadlines; demonstrate strategic thinking and good decision-making; maintain and model high personal, ethical, and professional standards; and preserve an entrepreneurial spirit.
- Excellent people skills. Possessing a warm, honest, and fair approach to dealing with others. Ability to interact and engage comfortably with a variety of key constituencies.

### Compensation

The base salary for this role is between \$225,000–\$250,000 depending upon experience. Benefits include but are not limited to: 100% health insurance for the employee, 403b matching

plan, paid time off, paid holidays (Jewish and secular), FSA, Group Life and Personal Accident Insurance, and parental leave.

This position description is based upon material provided by Pardes, an equal opportunity employer.

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

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Sarah Raful Whinston, Principal

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