

# Deputy Development Director

## The Zekelman Holocaust Center

Farmington Hills, MI

Salary: \$130,000 - \$150,000

## BACKGROUND

### The Organization

Founded by Michigan survivors to create a lasting memorial to the victims of the Holocaust, The Zekelman Holocaust Center ("The HC") is guided by its mission to engage, educate, and empower by remembering the Holocaust. Each year the Center welcomes thousands of visitors to learn the lessons of history's darkest period. Exhibits and artifacts on display include survivor testimonies, documents, paintings, and films, a WWII-era boxcar, and a sapling from the tree located outside Anne Frank's hiding place window that is described in her diary. Embedded in the community, the Center's highly skilled staff offers school and adult groups customized tours, training, and programs. Guests are empowered to apply the lessons learned to create a compassionate society where people take responsible action. For more information about Zekelman Holocaust Center, please go to <https://www.holocaustcenter.org/>

### The Position

The Deputy Development Director is the strategic partner to the Development Director and the Development team focused on growing and strengthening the fundraising department (people and processes) and day-to-day donor management (individual and institutional). The Deputy Development Director is responsible for managing the operational processes for annual and multi-year planning, pipeline development, and staff engagement to support the Development team's goals and strategy. The Deputy Development Director reports to the Development Director and works closely with the Leadership team.

The Deputy Development Director has 3 direct reports and a team of 7 comprising of prospect, market research, and administrative professionals. The Deputy Development Director is a member of the Development Management Team and ensures strategic alignment on donor engagement and leadership across the entire Department driven by data centric decision making.

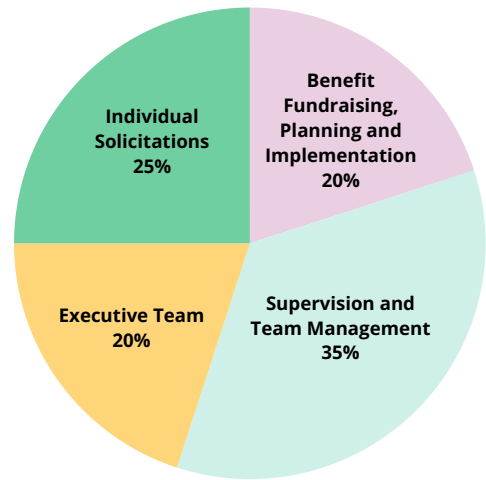
### Immediate Position Priorities

- Create a deep partnership with the Development Director, learning from her expertise in the field and with the organization
- Create an integrated development strategy in conjunction with the CEO, Development Director and Leadership team
- Be an active participant in the planning and soliciting of the \$100M capital campaign (\$60M is already solidified), major gifts, and annual campaign
- Build relationships with existing donors, and be present at events and programs throughout the year

# ROLE OVERVIEW

## Leadership and Strategy

- Lead the day-to-day operations of the development team; ensure the team is accomplishing goals and identified targets.
- In partnership with the CEO and Development Director, lead efforts to identify and secure new donors at all levels. Act as one of the three primary drivers in donor and partner cultivation, solicitation, and stewardship to raise the remaining balance toward the capital campaign goal.
- Lead the team in developing a fundraising plan that allows for new donor development, increase annual donor support, stewardship of donors and securing long-term commitments.
- Develop a comprehensive development strategy, including annual and longer-term revenue goals and plans to diversify and increase organizational budget from foundation and individual donors (major donor, smaller-level donors, online, etc.), as well as other appropriate sources.
- Build meaningful relationships with member of the Board of Directors; attend all meetings.



## Benefit Vision, Planning & Implementation

- In partnership with the Development Director, lead the efforts of the planning, coordination, engagement, and implementation of the annual Benefit.
- Create vision for the Benefit: marketing, vendors, speaker, honorees, program, fundraising, video, and more.
- Oversee overall timeline for the Benefit.
- Work with the Development team on the tribute book for the Benefit.

## Staff Management & 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.

Key Facts		
Institutional Giving	# of Direct Reports, Full Development Staff	Individual Giving
\$9.6M	4, 6	\$8.5M

## THE IDEAL CANDIDATE

The ideal candidate for the Deputy Development Director position possesses the following competencies:

<b>Collaborates</b> Building partnerships and working collaboratively with others to meet shared objectives.	<b>Drives Vision and Purpose</b> Paints a compelling picture of a vision and strategy that motivates others to action.	<b>Drives Results</b> Consistently achieving results, even under tough circumstances.
<b>Stakeholder Focus</b> Building strong stakeholder relationships and delivering targeted solutions	<b>Interpersonal Savvy</b> Relating openly and comfortably with diverse groups of people	<b>Drives Engagement</b> Creating a climate where people are motivated to do their best to help the organization achieve its objectives.

### Additional Qualifications and Characteristics

- A successful track record of soliciting and closing six and 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 the Jewish community and Holocaust education
- 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.
- Compassion and respect for opinions of others.

## WHO WE ARE

### Work Environment

The HC has a fully onsite work environment, with flexibility for personal matters that arise.

### Our Commitment to Diversity, Equity, & Inclusion

This position description is based upon material provided by the HC, an equal opportunity employer. The HC is an Equal Opportunity Employer. They do not discriminate based on race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as an individual with a disability, or other applicable legally protected characteristics. All employment is decided based on qualifications, merit, and business need.

## COMPENSATION AND BENEFITS

### Salary

\$130,000 - \$150,000

### Benefits

#### Medical

Three plans are available to choose from that meet your individual needs.

- BCBS PPO HSA: \$2,500/\$5,000 Deductible, OV covered 100% A.D., ER covered 100% A.D.
- BCBS PPO: \$250/\$500 Deductible, OV \$20 Copay, ER \$150 Copay
- BCN HMO: \$0/\$0 Deductible, OV \$25 Copay, ER \$150 Copay

#### Dental

Provider - Principal - They have one of the largest dental networks available.

- Preventative Services: 100% Covered
- Basic Services: 50% Covered
- Major Services: 50% Covered
- Annual Max per person: \$1,000

#### Vision

Provider - Principal - This Principal plan uses the VSP Choice Network.

- Exam: \$10 Copay, redeemable every 12 months
- Lens: \$25 Copay, redeemable every 12 months

#### Vision (cont.)

- Frames: \$150 Allowance, redeemable every 12 months
- Contacts: \$150 Allowance, redeemable every 12 months

#### Short and Long Term Disability and Life Insurance

Provider - Mutual of Omaha

- STD – up to 60% of your pay or \$1000 max/week for up to 13 weeks
- LTD – up to 60% of your pay or \$5000/month
- Life Insurance – covers your salary, plus additional buy-up options for self, spouse and children

#### Additional Benefits

- Flexible Spending
- Dependent Care
- HSA Account – The HC contributes \$100/month if enrolled in the HSA plan
- 401k Match
- Closed for major Jewish holidays and closes early for Shabbat

## TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by the end of July.

**Sarah Raful Whinston**  
Principal  
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**Eva Dunphy**  
Director, Search Operations  
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[Submit an application](#)