



# Chief Development Officer

## University of Michigan Hillel

Ann Arbor, MI

Salary: \$125,000 - \$135,000

## BACKGROUND

### The Organization

The University of Michigan Hillel was the third Hillel Foundation in North America, established in 1926. Michigan Hillel's history matches the remarkable changes in the University and the times of the nation during its more than nine decades on campus. From its earliest days, Hillel played a significant role in campus life, serving not only the religious needs of the campus Jewish community but also providing a center for social, political, and artistic expression. In 1937, The Hillel Players produced the first play of an undergraduate named Arthur Miller. During the Vietnam War years, Hillel was the focus of much of the campus debate and political action. In the 1980s, Hillel began to play a major role in the intellectual and cultural life of the university. Today, U-M Hillel is a leader in the Hillel movement, supporting the social, emotional, and spiritual lives of nearly 6,500 Jewish students at Michigan.

For more information about the University of Michigan Hillel, go to <https://michiganhillel.org/>.

### The Position

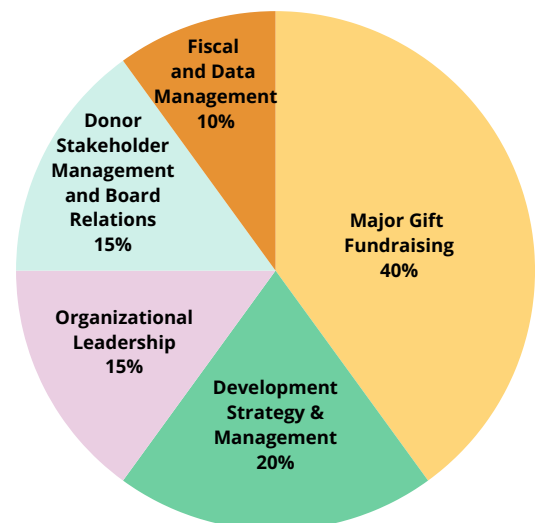
The CDO at the University of Michigan Hillel Foundation in Ann Arbor, MI, will direct the planning and implementation of a multi-pronged fundraising strategy for one of the premier Hillels in the nation. U-M Hillel enhances the lives of Jewish students through diverse Jewish religious and cultural programming and robust Israel engagement. The CDO will be a strategic thought partner to the CEO, serve as a senior leadership team member, and supervise the development staff, including the Development Manager, Database Manager, and Marketing Associate.

The primary responsibilities of the CDO will be to oversee and direct our multi-million-dollar annual fundraising campaign including management of our major gifts, implement our grassroots fundraising channels, and special events as needed. The CDO will also play a critical role in launching a Centennial campaign effort.

## ROLE OVERVIEW

### Development Strategy & Management

- Design and implement a comprehensive annual development plan that maintains the fiscal health of the organization.
- Exercise daily oversight of progress toward fundraising goals.
- Strategically focus on the identification of new major gift prospects and cultivation of major gift donors.



### Donor & Board Engagement

- Personally cultivate, solicit, and steward a portfolio of mid-level donors throughout Southeast Michigan and nationally; curate a portfolio of major donors for the Chief Executive Officer.
- Serve as the professional coordinator of the activities of the Board of Trustees; staff the Development Committee of the Board of Trustees.
- Develop and implement stewardship plans for all donors.

### Communication & Fiscal Management

- Oversee the strategy and implementation of the annual campaign through the management of our grassroots fundraising efforts which include direct mail, digital appeals including a mix of mass-solicitation tools like email, text messaging, social media, and snail mail campaigns.
- Ensure donor data and interactions are accurately captured in the Little Green Light (LGL) database.
- Work with the finance team to ascertain congruous record-keeping across the development and financial operations.
- Serve as lead for alternative gift vehicles such as matching gifts, payroll giving, and donor-advised funds.

### Position Priorities

- Create and implement an organizational development plan, incorporating events, individual, corporate, grant writing, and institutional giving.
- Establish sustaining relationships with potential, current, and past donors in the Southeast Michigan community.
- Become a significant presence in the Detroit Jewish community; raise awareness, hold events, connect with alumni, etc.
- Create a thoughtful strategy around in person friendraising and fundraising events.
- Be an active member of the Senior Team, bring perspective, opinions and leadership to the staff culture; collaborate actively.

Key Facts		
Annual Campaign	# of Donors	# of Direct Reports
\$2.5M	3,163	3, Development Manager, Database Manager and Marketing Associate

## THE IDEAL CANDIDATE

The ideal candidate for the CDO position possesses the following competencies:

<b>Strategic Mindset</b>	<b>Action Oriented</b>	<b>Build Effective Teams</b>
Seeing ahead to future possibilities and translating them into breakthrough strategies.	Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.	Building strong teams with a strong identity that apply their diverse skills and perspectives to achieve common goals.
<b>Big Picture Thinking</b>	<b>Optimizes Work Processes</b>	<b>Instills Trust</b>
Taking a broad view when approaching issues, using a global lens.	Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.	Gaining the confidence and trust of others through honesty, integrity, and authenticity.

### Additional Qualifications and Characteristics

- Successful track record managing multiple fundraising campaigns, one-on-one solicitation, grant writing, and reporting.
- Supervisory experience including the ability to provide constructive feedback.
- Exceptional written and verbal communication skills.
- Proficient in Excel and Microsoft suite.
- Experience with CRM and data management; LGL experience is ideal.
- Passion for the Jewish community, Israel, and familiarity with the Jewish calendar and religious practice.
- An awareness of current trends in the Jewish community and philanthropy.

## WHO WE ARE

### Work Environment

The CDO will be expected to work on-site in Ann Arbor two to three days a week. A typical week will include multiple meetings throughout Metro Detroit.

## WHO WE ARE (cont.)

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

University of Michigan Hillel is an equal opportunity employer—we celebrate diversity and are committed to creating an inclusive environment for all employees.

University of Michigan Hillel provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## COMPENSATION AND BENEFITS

### Salary

\$125,000 - \$135,000

- Health insurance, retirement plan, life insurance, long-term disability (LTD), vacation/sick time, and generous parental leave.
- Paid opportunities for professional development, peer engagement, mentoring, and skill-building.
- A supportive and committed board of lay leaders and a passionate alumni base.
- Travel regionally and nationally for work.

## 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 June.

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[Submit an application](#)