



## DIRECTOR OF DONOR ENGAGEMENT, THEATER J

**Employment Type:** Full-time, year-round, salaried.

**Location:** Washington, DC, in-person or hybrid.

**Experience:** Minimum of 5 years in nonprofit fundraising.

**Salary:** Beginning at \$85,000, commensurate with experience.

### About

The Edlavitch DCJCC (EDCJCC) is the Jewish community's address in our nation's capital. Guided by Jewish values and heritage, the EDCJCC engages individuals and families through its cultural, recreational, educational, and social justice programs. We welcome people of all backgrounds to connect, learn, serve, and be entertained together in ways that reflect the unique role of the Center in the nation's capital.

Theater J is a program of the EDCJCC. Theater J is a nationally renowned, professional theater that celebrates, explores, and struggles with the complexities and nuances of both the Jewish experience and the universal human condition. Theater J produces five or more productions each year in the EDCJCC's 236-seat Goldman Theater, commissions and develops new plays with artists from around the world, and provides theater educational programming for learners of all ages.

### Position Overview

The Director Donor Engagement is a new role for the EDCJCC with a goal of identifying new Theater J donors and institutional funders to grow Theater J's contributed income to support the program's strategic priorities and the Center's strategic plan. The role reports to Theater J's Managing Director and works closely with the EDCJCC's Senior Director of Institutional Advancement and Theater J's Artistic Director. The role will supervise the Theater J team's Development Executive Assistant.

### Responsibilities

#### *Donor Management and Engagement*

- Utilize internal and public records, audience data, and research databases to systematically identify new Theater J supporters and opportunities to increase gifts from existing supporters. Create personalized engagement plans to deepen connections with existing supporters and attract new contributors.
- Build and manage a portfolio of 80-100 Theater J donors, cultivating new donor relationships and stewarding existing donors in coordination with the EDCJCC Institutional Advancement team, and Theater J's Managing and Artistic Directors.
- Support Theater J's Artistic Director and Managing Director in working closely with the Theater J Council to engage members in fundraising activities.
- Successfully complete or help to schedule 15 high-touch meetings/scheduled interactions each month. Work with program staff to prepare for and execute these meetings when applicable.

- Collaborate with the Institutional Advancement team to create compelling Theater J fundraising materials, including solicitation letters, donor newsletters, and impact reports. Utilize digital platforms and social media to increase donor visibility and engagement.
- Other duties as assigned.

#### *Annual Fundraising and Event Management*

- Lead the development and execution of annual giving campaigns, including direct mail, email, social media, and major donor solicitations. Work with Theater J's Managing Director to set data-driven campaign goals. Track progress towards meeting or exceeding targets.
- Supervise the Development Executive Assistant in their efforts planning and executing fundraising events, including donor receptions, opening nights, and the annual benefit. Collaborate with staff and volunteers to maximize event revenue and enhance donor engagement opportunities.
- Other duties as assigned.

#### *Grant and Administrative Oversight*

- Supervise the Development Executive Assistant in their efforts to research grant opportunities, prepare grant proposals, and prepare grant reports in collaboration with EDCJCC Grants Manager. Ensure compliance with grant requirements and deadlines, maintaining accurate records of all grant-related activities.
- Other duties as assigned.

#### **Qualifications**

- Minimum of five (5) years of experience in nonprofit fundraising, with a proven track record of success in individual giving.
- Strong interpersonal skills and the ability to build rapport with donors, volunteers, staff, and lay leaders.
- Excellent written and verbal communication skills, with the ability to articulate Theater J's mission and impact to diverse audiences.
- Detail-oriented with strong organizational and project management skills, capable of managing multiple priorities and deadlines simultaneously.
- Proficiency in donor management software (e.g., Raiser's Edge, Salesforce), email platforms (e.g., MailChimp, Emma), and Microsoft Office Suite.
- Passion for the arts and a commitment to advancing Theater J's mission and diversity, equity, inclusion, and accessibility.

#### **Salary, Benefits, and Work Requirements**

- Full-time, year-round, salaried.
- Competitive salary \$85,000, commensurate with experience.
- The Edlavitch DCJCC offers a comprehensive benefits package, including health insurance paid time off, a 401K, and transportation benefits.
- Access to free or highly discounted EDCJCC programs, such as Fitness Center and pool membership, language classes, theater productions, film screenings, concerts, volunteer opportunities, and more. Discounts on preschool and early childhood programs.
- This position can be fully in-person or hybrid. The EDCJCC requires staff to be in-person in the Washington, DC office a minimum of three (3) days a week.
- Occasional evening and weekend availability is essential.

### To Apply

Send an email with the subject line “Director of Donor Engagement” with your cover letter, resume, and writing sample to [dolson@theaterj.org](mailto:dolson@theaterj.org). Phone calls will not be returned, and only qualified candidates will be contacted.

*Frequently cited statistics show that women and trans and nonbinary people, as well as other structurally marginalized groups apply to jobs only if they meet 100% of the qualifications. The EDCJCC encourages you to break that statistic and to apply. No one ever meets 100% of the qualifications. We look forward to your application. The EDCJCC is an equal opportunity employer.*