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DIRECTOR OF ENGAGEMENT JOB DESCRIPTION

About the Israel Guide Dog Center for the Blind

For more than three decades, the Center has bred, raised, trained and partnered Israelis who are blind, have PTSD, autism, and other challenges, with specially trained dogs. Our US efforts focus on nationwide fundraising and outreach.

Position Overview: We seek an experienced, passionate, and successful Director of Engagement to play a crucial role in increasing the Center's outreach efforts to mid-level donors. This is a full-time hybrid position with a minimum of 2-3 days per week in our Warrington, PA office. The salary range of \$70,000-\$95,000 is based on experience. This position will report to the Executive Director and works closely with other team members in the US and Israel.

Responsibilities: The Director of Engagement will be responsible for coordinating fundraising activities and cultivating donor relationships with mid-level donors. The Director of Engagement will also have some organizational management responsibilities.

- 🐾 *Develop and Implement Fundraising Strategies:* Develop comprehensive annual and quarterly fundraising strategies for the identification, cultivation, solicitation and stewardship of new, existing, and lapsed/dormant mid-level donors.
- 🐾 *Cultivation and Stewardship:* Maintain an active portfolio of donors and prospects through face-to-face meetings, events, phone, written and/or electronic communications.
- 🐾 *Donor Identification and Outreach:* Research and identify new funding prospects. Manage outreach to new and existing fundraising prospects.
- 🐾 *Event Management:* Plan, coordinate, and execute fundraising events and visits from Israeli clients and ambassadors.
- 🐾 *Data Management and Reporting:* Track fundraising activities in the CRM and generate periodic reports. Communicate with other Center team members to ensure fundraising coordination.
- 🐾 *Other:* As part of the Israel Guide Dog Center team we ask colleagues to work with others to supplement current efforts and achieve relevant tasks as needed including, but not limited to Board support, public outreach event support, and presentations.

Qualifications:

- 🐾 Bachelor's degree and minimum of 5 years of experience in fundraising
- 🐾 Love of Israel

- 🐾 Proven ability to build and maintain relationships with donors
- 🐾 Strong written and verbal communication skills
- 🐾 Excellent organizational skills, attention to detail, time management skills, and ability to multitask efficiently.
- 🐾 Proficiency in Microsoft Office suite, donor management software, and digital fundraising platforms.
- 🐾 Ability to travel 10-15%

Measures of Success: Success will be measured based on:

- 🐾 Achievement of fundraising targets related to new, renewed, and upgraded donors.
- 🐾 Success promoting special projects, capital projects, monthly donors, legacy donors, etc.
- 🐾 Successful execution of fundraising events and campaigns, with positive feedback from participants and stakeholders.
- 🐾 Timely and accurate reporting on fundraising activities.

Join Us: If you are passionate about dogs, Israel, and making a difference in the world and have a proven fundraising record, we invite you to apply to join the Israel Guide Dog Center.

How to Apply: Email the following materials to info@israelguidedog.org and include the subject “Director of Engagement Application”

- 🐾 Resume
- 🐾 Cover letter, including responses to the following: Why are you interested in this position and what makes you a good match? How have you led fundraising efforts in the past? Provide at least two examples.

Applications are accepted on a rolling basis until the position is filled.

No phone calls please