

Job Title: Director of Development

Location: Temple Beth Zion, Buffalo, NY

Hours: Full time/exempt, in person, Monday – Friday, 9am – 5pm. Evenings and weekends as needed. Job requires travel between two locations and to outside meetings; a car and driving ability required.

Salary: \$80,000 - \$90,000, commensurate with experience

Benefits: Health insurance, Paid Time off (PTO), Paid federal and Jewish Holidays

- **Summary:** Temple Beth Zion (TBZ) is seeking a full time Director of Development to lead the development and execution of the organization's fundraising strategy in partnership with the Executive Director and President to meet the organization's annual operating budget and current capital campaign.

Responsibilities:

- Secure the resources necessary to enable the work of the temple through contributed revenue for annual operating needs and the capital campaign.
- Collaborate with senior leadership including the President, Senior Rabbi and Executive Director to develop and execute a comprehensive development strategy aligned with the organizations fundraising goals.
- Complete capital campaign for building improvements and building endowment, \$3 million remaining
- Fulfill new major gift programs around membership dues and program sponsorship.
- Develop and implement the organization's major donor strategy
- Develop and execute the 175th Anniversary gala on May 17, 2025 to raise \$175k+
- Cultivate relationships with individual donors, foundations and corporate partners. Create and execute strategies to expand the donor base, including major gifts
- Work with the President on planned giving initiatives through the Life & Legacy Program in conjunction with the Foundation for Jewish Philanthropies
- Develop and manage special events for donors at varying levels
- Work with communications manager to promote events and ensure donor attendance and visibility
- Regularly communicate with donors to provide updates on impact of their contributions including through monthly printed bulletin, bi-weekly emails and social media
- oversee the organization's donor database and ensure accurate records, generate reports and analyze fundraising data
- Monitor donor engagement metrics and adjust strategies to enhance relationships and revenue
- Develop, cultivate, and manage institutional fundraising relationships with potential public grant makers and private foundations

- Work closely with leadership, board members and volunteers to maximize fundraising opportunities.
- Support the President in activating the Board of Trustees as ambassadors for fundraising through strategy sessions, committee work, and training, as needed, to develop a culture of philanthropy
- Partnering in development with community agencies including the Foundation for Jewish Philanthropies, Jewish Family Services, Jewish Community Center, and the Buffalo Jewish Federation
- Reports to the Executive Director

Qualifications:

- Proven track record of successful fundraising and donor cultivation and engagement, raising \$500,000+/year preferred
- Must have knowledge of capital campaign fundraising, annual giving campaigns and grant research/writing
- Familiarity with databases and fundraising software
- Passion for the temple's work, facilities and role in the community
- Bachelor's degree or equivalent experience
- Strong interpersonal and relationship building skills
- Ability to work collaboratively with cross functions teams
- Excellent written and verbal communications skills
- Understanding of ethical fundraising practices and donor confidentiality
- Knowledge of Jewish holidays and customs is a plus

Application Instructions: Please submit a resume and cover letter outlining your qualifications and interest in the position to jobs@tbz.org. Position available immediately.

About Temple Beth Zion: TBZ is a vibrant Jewish congregation dedicated to serving the Buffalo community through spiritual, educational, and social initiatives. Founded in 1850, Temple Beth Zion is among the oldest Reform congregations in the United States and the largest in Western New York, where our active community is renowned for its inclusive spirit and commitment to Jewish values. We provide a welcoming home for members of all ages, backgrounds, and orientations, fostering a dynamic environment where everyone can explore and enrich their Jewish identity. Our mission focuses on supporting our members' individual Jewish journeys while serving our broader community with dedication and innovation under the leadership of Senior Rabbi Brent Gutmann and Cantor Susan Lewis-Friedman. Housed in a mid-century modern architectural masterpiece on the National Register of Historic Places in downtown Buffalo, the building complex is undergoing a multi-million dollar renovation, with expanded programming and community engagement. There are also regular services and activities at a suburban location.

Temple Beth Zion is an equal opportunity employer. All applicants will be considered for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.