

AMERICAN FRIENDS OF THE HEBREW UNIVERSITY

Development Executive

American Friends of The Hebrew University, a national fundraising organization supporting The Hebrew University of Jerusalem, Israel's outstanding academic and research institution, is seeking an experienced development professional for the Western Region office in Los Angeles. The Development Executive will report directly to the Associate Executive Director and will have event management, educational programming and fundraising responsibilities.

Specific tasks and responsibilities for this position include but not limited to:

- Primary focus on planning and executing community and corporate fundraising events including assisting in identifying honorees
- Oversees fundraising and coordinates event journals
- Cultivating and soliciting donors; maintaining regular contact with a portfolio of donors to engage their interest and support of AFHU
- Records and acknowledges gifts in a timely fashion
- Plans donor recognition event
- Plan and schedule Hebrew University faculty speakers for educational programs including an organizing an academic conference
- Identifying and soliciting corporations and foundations for support
- Tracking and diligent follow-up with Direct Mail donors
- Developing business affinity groups and program development to country clubs
- Conceptualizing new and exciting programs for outreach to expand the donor base
- Actively involved in leadership development and recruitment of lay leaders
- Being an active and supportive part of the development team that executes an integral plan to meet regional and national fundraising goals.

The successful applicant will have a BA degree with a minimum of 5 to 7 years of fundraising experience for an educational or non-profit organization that includes event management, direct gift solicitation, programmatic experience and excellent computer skills. In addition, the applicant must have strong written and oral communication skills, excellent organizational abilities, be self-motivated and work well as a member of the team.

To apply for this position, please email resume and cover letter to: job745@afhu.org. In the subject line, please add "Development Executive Position."

American Friends of The Hebrew University

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