



<p>Job Description Board Development and Major Gifts Associate</p>
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Organization Summary:

The world's leading pluralistic Jewish teen movement, BBYO has dramatically expanded its vision and scope in recent years, adopting the mission statement: "More Jewish teens, more meaningful Jewish experiences." BBYO creates innovative programming that promotes connections to Jewish community life on many different levels.

Recently reconstituted as an independent non-profit entity, BBYO seeks to retain involvement following the bar/bat mitzvah experience. BBYO appeals to the core interests of teens and develops relationships with partner organizations to offer the full spectrum of Jewish life to the high school population. BBYO professionals affect thousands of teens around the world.

Key Position Responsibilities:

The Board Development and Major Gifts Associate will:

- Serve as the liaison to the BBYO Board of Directors
 - Plan twice yearly board of directors meetings
 - Oversee board committees and staff the Committee on Directors
 - Create a stewardship plan for the board of directors
 - Attract top quality new board members
 - Solicit board gifts
- Continue to develop the BBYO International Board of Trustees
- Manage a comprehensive and strategic approach to building the National Campaign including development of prospect, cultivation, solicitation and stewardship plans
 - Manage existing and cultivate new relationships with Foundations and Federations
- Other responsibilities as assigned

The ideal candidate will be a visionary with vast experience working with philanthropists; creativity and depth; detail-oriented; ability to be discreet; excellent communication skills; and able to thrive in a fast-paced and entrepreneurial environment.

BBYO offers excellent benefits including health, vision and dental plans, paid time off and up to 4% retirement fund contribution. Outstanding training and professional development opportunities are available. For more information contact Rebecca Rottenberg, Associate Director of Human Resources and Professional Development at rrottenberg@bbyo.org.