

DATE: December 23, 2009

FROM: Ryah Lindemuth, Executive Director, Human Resources

Dept: Campaign

Position: Campaign Executive

Location: Los Angeles, CA

Reports to: Los Angeles Zone Director

Purpose of the Job:

Jewish National Fund is looking for an outstanding fundraising professional for the Los Angeles Zone. All candidates must have some knowledge of and familiarity with the Los Angeles area Jewish community.

The primary purpose of the Campaign Executive position is to develop relationships with prospect and donors in order to raise money for the organization's projects and programs in Israel. This is accomplished in a number of ways including event planning, face-to-face meetings (cultivation and solicitation), board and/or committee membership, mission recruitment, and other types of prospect/donor management.

They will work directly with our Commercial Real Estate and Capital Group, JNFuture (Young Leadership Program), Women's Campaign, Education efforts and will strategize and implement new initiatives aimed at growing our Community Giving Campaign.

Job Accountabilities:

For the donor

- Prospecting
- Cultivation/Education
- Solicitation
- Donor Management
- Committee (board) Management

For the professional - On-going

- JNF education
- Skills training (retraining)
- Jewish issues

Key Job Relationships:

1. Supervisor
2. Support
3. Fundraising Colleagues (Zone, Region, Organization)
4. JNF/KKL Israel
5. Service Departments (IT, Marketing, Recognition Department, Accounting)
6. Donors
7. Prospects
8. Board/Committee Chair

Job Qualifications:

Campaign Executive:

- 2-4 years fundraising experience
- Proven solicitation experience in the Los Angeles Jewish Communities
- Proven solicitation experience with local professional and corporate communities and foundations.
- College graduate, a graduate degree is preferred but not required.
- Knowledge of Israel and "Jewish" issues
- A creative self starter, with the ability to work both independently and as a team player.
- Can problem solve and multi task as needed
- This position requires exceptional interpersonal and communication skills, as well as excellent computer skills (Microsoft Word, Excel, and Database)
- Some travel with in metro area.