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NONPROFIT EXECUTIVE SEARCH FOR DEVELOPMENT & PHILANTHROPY

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***Position Specification***

**Senior Development Officer**

**Jewish Home**

**May 2017**

**RANDALL SEARCH ASSOCIATES**  
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## Jewish Home

**Position:** Senior Development Officer

**Reports to:** Chief Advancement Officer

**Location:** San Francisco, California

### THE ORGANIZATION

The Jewish Home of San Francisco's mission is to enrich the quality of life for older adults. From its modest beginnings in 1871, the Home has grown and diversified to provide services for older adults with multiple and unique care and service needs and at various income levels. Operated by Jewish Senior Living Group, the Jewish Home serves approximately 1,800 patients and residents each year on its nine-acre campus on Silver Avenue. Non-residential care is offered through the Home's short-term and rehabilitation services unit for patients who require geriatric-specialized, interdisciplinary rehabilitation to recover from surgery or acute illness, and through its acute geriatric psychiatry hospital. Admission to the Jewish Home is not limited by religious or cultural affiliation.

### ***A Comprehensive Campaign: Live. Grow. Flourish.***

Over the years and with generous support from the community, the Jewish Home has enlarged and expanded its original facility and services in response to the changing needs of elders and their families. Today, the Home is engaged in another ambitious fundraising initiative to address many of the challenges that threaten to limit life options for older adults and that often take tolls on families, caregivers, and society. The \$75.4M comprehensive campaign, ***Live. Grow. Flourish.*** will transform and revitalize the Home's facilities, offering a broad spectrum of affordably priced rental living options – from various levels of assisted-living to skilled nursing – and supporting a continuum of services that, ultimately, will extend beyond Silver Avenue into homes and communities around the Bay Area. The transformed campus will embrace a new model for older adult communities that allows people to comfortably age in place, whatever their initial needs and capabilities. This new model will include:

- Approximately 115 assisted/catered-living apartments
- Approximately 75 memory support assisted-living suites
- As many as 120 short-stay rehabilitation suites
- As many as 230 skilled-nursing suites
- As many as 24 acute psychiatric hospital suites
- Byer Wellness Square, a non-residential “marketplace of services” that includes collaboration with other service providers, and the provision of in-home services

### THE POSITION

Reporting to and working in close collaboration with the chief advancement officer (CAO), the senior development officer (SDO) is responsible for managing the day-to-day operations of the Home's fundraising program. S/he will oversee the administration and implementation of the Jewish Home's fundraising programs and campaigns, communicating with current and prospective donors, and managing a staff of Advancement professionals, including the leadership gifts officer, special events & grants officer, and the database & office manager. The senior development officer will oversee and manage the key functional areas of the development program, including individual, foundation, and corporate giving, as well as planned giving, special and annual campaigns, and development

operations. The senior development officer will have strong experience and background in nonprofit leadership, fundraising management, and development.

## RESPONSIBILITIES

- ❖ Working with the CAO, develop, lead, and oversee a comprehensive fundraising strategy for the Jewish Home
- ❖ Manage the day-to-day operations of the Home's fundraising department, working with the CAO and the senior management team to identify funding needs, implement fundraising strategies, set revenue and expense budgets, etc.
- ❖ Manage key functional areas of the Advancement program, including major gifts, annual giving, planned giving, corporate and foundation relations, donor relations, and development operations and communications
- ❖ Manage members of the Advancement team, including the leadership gifts officer, the special events & grants officer, and the database & office manager. Mentor and support staff and ensure that they have appropriate opportunities for training and professional growth. Establish fundraising and activity goals in collaboration with staff, monitoring and supporting staffing needs
- ❖ Oversee all administrative processes involved with the Home's comprehensive campaign, including reporting, fundraising projections and campaign progress, prospect strategies, volunteer engagement/assignments, naming opportunities and dedications, stewardship
- ❖ Oversee financial reporting and projections for the department. Serve as key liaison with the Home's finance team. Oversee revenue and expense projections, review monthly fundraising reports, and manage all reporting of fundraising revenues to outside agencies
- ❖ Manage portfolio of planned giving prospects and oversee progress on all activities related to estates and trusts and other deferred giving vehicles. Serve as primary liaison with professional advisors re planned giving
- ❖ Oversee an overall special events strategy and institutional fundraising strategy, providing guidance and support to the special events & grants officer
- ❖ Provide managerial oversight to the Home's major and annual giving programs, working with and supporting the leadership gifts officer and overseeing the Home's annual appeal program to the community
- ❖ Coordinate all development-related content in Jewish Senior Living magazine as well as the preparation and updating of development-related content for the Jewish Home, Jewish Home & Senior Living Foundation, and Jewish Senior Living Group websites
- ❖ Manage administrative functions and processes within the department, including oversight of affiliate relationships with fundraising sources and ratings agencies, preparing reports and verifications required by audits of the Home and coordinating contracts and negotiating contracts with vendors supporting the department
- ❖ Assume other duties as assigned by the chief advancement officer

## CANDIDATE QUALIFICATIONS/EXPERIENCE

### **Education:**

A bachelor's degree is required. Master's degree preferred.

### **Experience:**

- ❖ Minimum of seven years of progressively responsible experience in development, including proven success in a leadership role
- ❖ Proven success inspiring people and managing positive working relationships with boards,

- volunteers, and senior staff
- ❖ Experience identifying giving opportunities and thinking creatively to establish matches between donors and funding priorities
  - ❖ Experience in developing donor-centric cultivation, solicitation, and stewardship strategies
  - ❖ Demonstrated ability to engage and support volunteer leadership with their efforts in fundraising, consultation, and advocacy
  - ❖ Experience with developing strategic fundraising plans and budgets
  - ❖ Significant level of computer proficiency, including MS Office and relational databases; Raiser's Edge experience preferred
  - ❖ Possession of a valid California driver's license and access to an automobile
  - ❖ A successful record of meeting annual fundraising goals

## COMPETENCIES/ATTRIBUTES

The successful professional will have or be:

- ❖ An effective team leader
- ❖ A high level of initiative, attention to detail and strong organization skills
- ❖ Strong verbal communication skills and the ability to write clearly and persuasively
- ❖ Strong self-motivation and ability to work as part of a collaborative team
- ❖ Skill in successfully managing multiple projects on tight deadlines and under pressure in a dynamic and open environment
- ❖ Unquestionable integrity and commitment to professional ethics, and the ability to responsibly handle sensitive and confidential information with discretion
- ❖ Ability to grasp and articulate multilayered programs in a way that meets the interests and passions of donors
- ❖ Sensitivity to Jewish traditions and philanthropy; knowledge of Bay Area philanthropy and success in working with local philanthropic leadership a plus
- ❖ A creative team member with a clear commitment to the mission of the organization
- ❖ Outgoing, warm, and enthusiastic style with a sense of humor and perspective

## COMPENSATION AND BENEFITS

A competitive salary and generous employee benefits package will be offered. To be considered for this position or for additional information on the opportunity, please send resume to or contact:

David N. Randall

*Principal*

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