

Job Description: Development Director

Three quarters or Full-time position

Camp Ramah in Northern California

The Development Director at Camp Ramah in Northern California (aka Ramah Galim) is the primary professional responsible for crafting, managing, and implementing our development plan, in partnership with the Executive Director, fundraising committee, and members of the Board of Directors. In addition to managing our development plan and year-round engagement of our stakeholders, the Development Director also oversees key elements of the organization's strategy to effectively communicate the mission of the Camp, foster a culture of gratitude and connection, and demonstrate impact. The Development Director reports directly to the Executive Director.

Primary Responsibilities

- Managing and Executing the Development Plan
 - **Today** – *Manage and Grow our Annual Campaign*
 - Raise over \$400,000 annually for general operations, programming, and scholarship through mailing, direct solicitations, phone and email communications, and events in partnership with the Executive Director and Board of Directors
 - Implement a comprehensive strategy for the campaign, drawing on best practices from Ramah camping movement and wider nonprofit sector
 - Design and execute year-long development calendar of touch points for donors
 - Train and work with volunteers and board members in areas such as identifying prospective donors, solicitation, and sharing stories of impact
 - Create concept for and write copy for direct mail and email pieces working with communications team and outside graphic design team as needed
 - Seek out, write, and oversee grants in partnership with Executive Director
 - Utilize and update donor database
 - Partner with Executive Director, Fundraising Committee members, and the Board of Directors in direct solicitations, data tracking, and campaign reporting
 - Plan for and oversee 'Thank You' communications and stewardship opportunities for donors throughout the year
 - Develop and educate community about corporate matching opportunities
 - **Tomorrow** – *Scholarship and Capital Projects*
 - Manage and grow scholarship fundraising, including communications and stewardship for current and prospective donors
 - Support gala planning and communications in partnership with volunteers and Executive Director
 - Oversee capital campaign for small capital projects as they arise, such as to expand our specialty programs and housing capacity

- Oversee the development of materials to best share the vision of campaign and impact of camp with our community of stakeholders
 - **Forever** – *Endowment and Legacy*
 - Educate community members about endowment and legacy benefits
 - Support Legacy Campaign by attending Legacy Committee meetings and connecting with Life & Legacy mentors
 - Facilitate direct solicitations of prospective donors and sharing of testimonials/impact
 - Solidify gifts through the receipt of formalized donor agreements
- Being a Member of the Summer Leadership Team
 - Manage the development portfolio
 - Identify and implement donor stewardship opportunities through donor communications
 - Partner with camp leadership team to warmly welcome guests, donors, board members, and prospective donors to camp
 - Plan, partner, and participate in summertime donor-relation events at Camp Ramah in Northern California
 - Support Camp Leadership in building a culture of gratitude and philanthropy amongst camp staff and alumni

General Duties

- Attend staff meetings and conferences as appropriate for the position, the Ramah Galim year-round team, JCamp 180 programs, and National Ramah development cohort
- Be a connector and a team player, contributing passion, dedication, charisma, positivity, and a healthy sense of humor to the organization
- Travel throughout the Bay Area for relational meetings and events with donors, staff, and community partners
- Spend at least some time at camp during the summer season
- Be professional, able to maintain confidentiality, and an exemplary ambassador for camp

Roles may be adjusted to meet the needs of the developing camp program, fundraising goals, and staff, and to facilitate the ongoing professional development of the Development Director.

Salary is commensurate with experience and part or full-time work. All applicants should submit a cover letter and resume to Rabbi Sarah Shulman, Executive Director, at sarah@ramahnorcal.org.