

ONETABLE // Director, Institutional Philanthropy

OneTable is a North American Jewish nonprofit organization that combines technology and a peer to peer engagement strategy to build community and connection. Through [our unique, online gathering platform](#) we empower people to find, share, and enjoy Shabbat dinner, changing their Friday nights into something transformational. We recently celebrated 100,000 dinners.

Our core values *oneg/joy*, *hachnasat orchim/welcoming*, and *kedusha/elevation* inform everything we do. In addition to Shabbat resources for young adults, OneTable now provides direct support to older adults (55+) and offers a customized version of our technology and peer engagement strategy for other organizations seeking to grow organically.

POSITION OVERVIEW

The Director of Institutional Philanthropy is a full-time position reporting to the Senior Director of Institutional Philanthropy. The Director will help lead and contribute to OneTable's development efforts by growing and diversifying its philanthropic revenue streams. The Director will manage a substantial portfolio of current institutional funders and actively expand the pool of new institutional funders, including both private foundations and Jewish Federations throughout North America. The Director will be a senior and highly visible member of the development team, with key responsibilities including developing and writing compelling and sophisticated grant proposals and reports, implementing a stewardship and moves management system, representing OneTable in meetings with institutional funders, and internally contributing to the organization's culture of philanthropy.

RESPONSIBILITIES INCLUDE:

Strategy, Vision, and Leadership

- Work closely with the Senior Director, the Chief Advancement Officer, and at times the CEO, in calls and meetings with foundation and Jewish Federation partners to creatively approach new and current funding opportunities.
- Communicate early and often with the Senior Director, and the Chief Advancement Officer about upcoming submissions, leading preparatory meetings as needed.
- Lead with curiosity in all aspects of the role. Come to work with a growth mindset that is positive and forward looking, encouraging diverse perspectives and voices around the table.

- Work closely with the Chief Program Officer and Associate Directors of the Field/Program Team to maintain current knowledge of field operations to better create and serve grants, proposals, and reports.
- Represent the development team during internal meetings whenever possible, leading with enthusiasm and expertise with regard to institutional philanthropy.

Grants Writing and Grants Management

- Independently manage a robust portfolio of institutional funders contributing to securing funds by effectively managing proposals, budgets, and other materials for targeted solicitations.
- Plan and execute a comprehensive institutional funder stewardship initiative for all assigned institutional relationships, ensuring that funders receive timely and relevant touchpoints throughout the year.
- Write and submit persuasive funding requests, including preparing proposals, budgets, and other supplementary materials, to ensure timely, appropriate, and targeted solicitation, working collaboratively across the organization to collect relevant data, stories, and information.
- Collect, review, edit, and approve materials needed for funder communications.
- Join the Senior Director and/or the Chief Advancement Officer in calls with Program Officers, taking notes and managing action items and next steps.
- Work closely with field, data, and finance staff to ensure that funded activities and budgets are executed as stipulated in grant materials, and to regularly capture data to ensure accurate reflection in reports.
- Build and maintain an annual internal calendar of grant proposals, report deadlines, and other touchpoints.

Research, Prospecting, and Administration

- Identify, research, and cultivate new and lapsed foundation donors, building a robust pipeline of new potential sources of institutional support. Research and identify opportunities that align with OneTable's mission, vision, and strategies.
- Conduct initial due diligence to determine feasibility and fit. Have a comprehensive understanding of funder landscape for your assigned portfolio of institutional funders.
- Create, maintain, and update foundation records in Salesforce database, including all communications, grant commitments, proposals, and deliverables.
- Manage acknowledgment processes, ensuring timeliness, accuracy and that appropriate protocols are in place.

Key Attributes/Skill Set:

- 7+ years of professional experience in a nonprofit organization and 3+ years as a senior grant/development professional; demonstrated success in that role managing and forging relationships, with previous experience with Jewish Federations and national and local family foundations preferred.

- Outstanding written communications skills; ability to articulate and narrate the importance of the organization’s work to prospective and current funders succinctly, clearly, and in a compelling manner.
- Self-driven, determined, and able to set and reach ambitious fundraising goals. You should be comfortable adding to our vision for our significant revenue growth plans.
- Willing to generate ideas and brainstorm, without needing to be perfect, in group settings.
- Well-organized multi-tasker who thrives in a fast-paced bias-towards-action environment.
- Experience with donor database management software (we use Salesforce) and prospect research/wealth screening (we use iWave and Instrumentl)
- Sophisticated understanding of the U.S. Jewish communal philanthropic landscape
- Some occasional travel may be required.
- Other duties as required. Some evenings may be required for presentations to current or prospective funders.
- Passion for OneTable’s mission - and a deep interest in Shabbat.

Frequently cited statistics show that historical biases in hiring lead to less applications from underrepresented groups unless they have 100% of the qualifications. OneTable is committed to removing bias in hiring; as such, we encourage you to break that statistic and apply. No one ever meets 100% of the qualifications! We look forward to your application.

Salary and Benefits Package:

The annual salary for this position starts at \$90,000, plus the following benefits:

- Health insurance — medical, dental, and vision insurance currently through Aetna; OneTable pays 85% of the healthcare premium for each employee and 50% for dependents.
- Pre-tax commuter benefits, a flexible or health spending account (FSA or HSA), short and long-term disability, and life insurance.
- Time off:
 - Paid time off (PTO) for personal, sick days, and vacation.
 - The office is closed for all major Jewish holidays and most federal holidays.
 - OneTable offices are also closed the July 4th week and December 25 - January 1.
 - As an organization rooted in the mission of spreading Shabbat, we know the importance of having time on Fridays to start winding down and preparing for our favorite weekly holiday. The OneTable offices close at 4:00 pm (local time) every Friday and at 12:00 pm on the first Friday of each month.
- Optional and discounted identity theft protection, legal assistance program, pet insurance, travel insurance, critical illness, accident, hospital indemnity insurance, and more.
- This position is an exempt salaried position, which is not eligible for overtime.

Please note: The salary written above based on the experience noted above. If you have significantly more experience, let's talk.

Location: OneTable offers a flexible hybrid work policy that allows you to work from anywhere in the United States. Full-time employees may choose to work from an office space (provided by OneTable) or fully remote.

To Apply:

[Click](http://www.onetable.org/careers-apply) to fill out our online application: www.onetable.org/careers-apply

Questions? Email careers@onetable.org

Application Process:

- Review of applications will begin immediately and continue on a rolling basis until the position is filled.
- Submission of a Cover Letter and Resume outlining your interest in OneTable and how your qualifications match the job description.
- 2-3 rounds of interviews with members of the OneTable team.
- Applicants who move forward will be asked to complete a written task and will need to submit writing samples of their past work. 2-3 professional references will also be required.
- There may be additional conversations with colleagues with whom they would be working.

***Note:** OneTable seeks to increase equity in its hiring and therefore to mitigate the inside edge sometimes given to those who have relationships with "field insiders," OneTable does not accept informal recommendations from individuals with personal connections to our staff or Board members and cannot factor such referrals into the selection of candidates for interviews.*

Equal Opportunity Employer:

We deeply value the diversity of insight, perspective, and experience brought by people from backgrounds typically underrepresented in Jewish institutions. This includes Black, Latinx, Indigenous, and Asian people, Black Jews, Jews of Color, Sephardi and Mizrahi Jews, lesbian, gay, bisexual, trans, and gender non-conforming people, and people with disabilities. We also welcome applications from people of diverse religious, spiritual, and cultural backgrounds.

The organization provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender expression, age, citizenship or immigration status, creed, genetic predisposition or carrier

status, national origin, disability condition, marital status, status as a disabled or Vietnam-era veteran, or any other protected characteristic as established by law. In addition, the organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.