

# ONETABLE // Director, Major Gifts

**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:**

OneTable seeks a motivated and experienced Director of Major Gifts. Reporting to the Chief Advancement Officer (CAO), the Director of Major Gifts will be part of a growing team to cultivate, solicit, and steward donors, focusing on four and five-figure gifts. Collaborating within a fast-paced, growing organization, the Director of Major Gifts will collaborate on multiple strategies for cultivation and solicitation, as well as deepen and diversify philanthropic support for OneTable.

The Director of Major Gifts will engage a growing donor base, inspiring new and renewed gifts and involvement to support Jewish young adults by giving to OneTable. The Director of Major Gifts is an entrepreneurial, energetic, collaborative, and goal-oriented fundraiser who doesn't shy away from a challenge. They have an ability to deeply empathize with donors and users, communicate our organization's work in a memorable way, and effortlessly move from high-level strategic thinking to frontline solicitation.

## **POSITION RESPONSIBILITIES**

- Identify, develop, and maintain a personal portfolio of major donors through cultivation, direct solicitations, and stewardship.
- Implement an effective major gift donor program, including setting goals and strategies to expand, cultivate, solicit, and steward the donor base.
- Establish and maintain ongoing donor and prospect relationships by phone/Zoom, written communication, and personal contact; create and execute personalized communications and engagement plans for each donor and prospect.
- Work with the development and data teams to refine research, data entry, and acknowledgment processes as needed.
- Meet monthly and quarterly benchmarks and goals, based on activity with prospects and donors and dollars raised, with the goal of raising between \$700,000 to \$1M annually in 2024 (future goals to be set in collaboration with Chief Advancement Officer and Board).
- Organize compelling funder briefings (Zoom, written, and visual) in collaboration with the marketing and program teams.
- Work with prospecting tool iWave to screen and prepare profiles of prospective donors and work with the data team to prepare profiles for existing donors.
- Track and report progress in Salesforce using specific metrics.

- Provide moves management to the CAO and CEO, Board, and other staff with their portfolios and solicitations (e.g. provide portfolio development support, strategic thought partnership, and help with donor communications).

**Key Attributes/Skill Set:**

- 7+ years of professional experience in a nonprofit organization and 3+ years as a senior development professional focused on successful relationship building with high-level donors.
- Comfort and proven track record as a frontline solicitor, with demonstrated success in closing five-figure individual gifts and above.
- Demonstrated knowledge of best practices in major gift fundraising, including donor research, cultivation, and stewardship.
- Self-driven and determined, and able to set and reach goals. You will need to be ambitious, able to pivot and think creatively on the spot.
- You have a willingness 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.
- Excellent public speaking and written communication skills
- Experience with donor database management software (we use Salesforce) and prospect research/wealth screening (we use iWave).
- You have a sophisticated understanding of the Jewish community's philanthropic landscape in the US.
- You are passionate about OneTable's mission - and have a deep interest in Shabbat
- Ability to travel up to 35% within the US, and to work some evenings (including Fridays) and weekend hours.

**Compensation:**

Compensation for this role starts at \$100,000. 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](http://www.onetable.org/careers-apply)

Questions? Email [careers@onetable.org](mailto: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 may be asked to complete a written task and/or submit writing samples of their past work.
- 2-3 professional references will also be required.
- There may be additional conversations with other OneTable colleagues

***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.