Position: Major Gifts Officer - New York
As of 6/19/17

About OneTable:
At OneTable, we help people Shabbat together. As an online and in person community, we help people in their 20s and 30s find, enjoy and share Shabbat dinners, make the most of their Friday night and enjoy the best of life together. We make it easy for hosts to welcome people to a Shabbat dinner at home, for guests to enjoy a dinner, and for all to experience unique events for Shabbat dinner out. OneTable launched in New York City in 2014. We’re growing fast with staff in NYC, DC, Chicago, San Francisco, Atlanta and the Bay Area. As we expand to cities across the country, we need strong leaders to help us grow our community. For more information: onetable.org.

A successful member of the OneTable team has a deep love for Shabbat and food. They have a sense of humor. They understand that relationships are at the core of our work. They are empathetic, creative, hard working, warm, flexible, and team players. When you are part of the OneTable team, we promise you will never be bored.

JOB DESCRIPTION:
The New York Major Gifts Officer is a new, full-time position available immediately, on OneTable’s team, reporting to the Director of Development. Working with the organization’s senior staff and lay leadership, this practiced professional will establish OneTable’s New York area major donor program. Building on the nascent efforts of OneTable’s Development team, this professional will effectively identify, cultivate and steward individual donors who share a passion for OneTable’s mission. This professional will also work closely with OneTable’s Communications and Data teams.

Essential Functions:

• Meaningfully engage a growing donor base to cultivate new donors, solicit major gifts (new and renewals) in order to support national and local efforts.
• Identify and cultivate new donor prospects and lay leadership through regular, in-person meetings, networking and relationship building.
• Identify and develop an NYC Investors Council.
• Develop portfolios for cultivation and solicitation by the Executive Director, Board, staff and volunteers and provide ongoing support and strategic counsel to support their successful asks.
• Identify and implement opportunities for donor recognition, stewardship, and appreciation.
• Represent OneTable at relevant donor community events.
• Develop and execute fundraising events and implement an effective event follow up strategy in the New York area.
Education and Experience Required:
- 3 years minimum of donor relations experience is required.
- Bachelor’s degree required.
- Experience with, or knowledge of young adult Jewish communities preferred.
- Regional travel required.

Key Attributes:
- Self-driven and determined to reach goals. You will need to be ambitious, not settle and can think creatively on the spot.
- Well-organized multi-tasker — who doesn’t stress out at the drop of a hat. OneTable is fast-paced — no, seriously, we mean it.
- Entrepreneurial spirit, defined as attitude and approach to thinking that actively seeks out change, rather than waiting to adapt to change. It’s a mindset that embraces critical questioning, innovation, service and continuous improvement.
- Attention to detail and strong execution skills.
- Excellent public speaking, presentation and written communication skills, including the art of listening.
- Able to deal with uncertainty,
- Dogged, determined, and persuasive.
- Able to create great working relationships with everyone.
- Familiarity with donor database management software, especially SalesForce, preferred.

Salary: Negotiable; commensurate with experience

Location: OneTable’s national office is in New York City (WeWork NoMad).

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To Apply:

Click to fill out our online application: www.onetable.org/careers-apply
Questions? Email careers@onetable.org

Equal Opportunity Employer:

OneTable provides equal opportunity to all people regardless of race, color, ethnicity, religion, national origin, sex, gender (including pregnancy), sexual orientation, gender identity and expression, body configuration, age, disability, marital status, height, weight, or political belief. This policy applies to all employees and applicants for employment.