

ONETABLE // Associate Director of Development - Individual Giving

About OneTable:

At OneTable, we support people to end their week with intention. As an online and in person community, we help people in their 20s and 30s find, enjoy and share Shabbat dinners, explore Judaism and Jewish practice, and make the most of Friday night. As we expand and evolve in cities across the country, we are looking for strong team members to help us grow our community. For more information: onetable.org.

Job Description:

The Associate Director of Development - Individual Giving (AD) is an essential, full-time position. Working closely with the Director of Development, the AD will be responsible for the creation of ambitious national major gifts fundraising goals and the development and implementation of strategies that will ensure those goals are met or exceeded. The AD will also create and implement strategies to steward and retain current OneTable donor relationships.

Essential Functions:

- Design and implement a development strategy for creating and/or expanding philanthropic support to help OneTable engage a larger and broader audience.
- Manage a personal portfolio of current and prospective major donors; develop written solicitation strategies and proposals; maintain existing donor relationships and deepen those alliances through regular communications and stewardship.
- Identify and cultivate new donor prospects and lay leadership through regular, in-person meetings, networking and relationship building. This candidate will work independently and alongside key OneTable leaders to develop a strong base of new funding.
 - Work in collaboration with Field Managers to identify, cultivate and steward donor prospects and OneTable Advisors in key markets
 - Develop portfolios of prospects for cultivation and solicitation by the Executive Director, Board, and other staff and volunteers and provide ongoing support, appropriate accountability, and strategic counsel to each to support their successful cultivation and solicitation.
- Identify and implement opportunities for donor recognition, stewardship, and appreciation; facilitate meaningful and consistent touch points to share the impact donors make on OneTable participants and the organization overall.

- Travel to OneTable’s current and potential future hubs required.
- Work with the One Table Board of Directors to identify new funding prospects from within their personal and professional networks

Education and Experience Required:

This position requires a talented, entrepreneurial development professional with demonstrated success in direct solicitations and cultivating effective, long-term philanthropic relationships. The ability to work independently and creatively is an absolute must. Requires a Bachelor's Degree and 5 to 7 years of direct solicitation experience.

Key Attributes:

- Outstanding organizational, prioritization, time management and - most critically - execution skills
- Excellent interpersonal, written and verbal communication skills and exemplary attention to detail
- Well-organized multi-tasker — who doesn’t stress out at the drop of a hat. OneTable is fast-paced — no, seriously, we mean it.
- Ability to work effectively and diplomatically with all members of the OneTable community, including the Board, donors, and staff
- 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.
- Self-driven and determined to reach goals. You will need to be ambitious, not settle and can think creatively on the spot.
- Able to deal with uncertainty — we mean this one, too.
- Proficiency with Google Drive required and ability to quickly learn new technologies, including Salesforce
- Schedule may include some evening or weekend hours, as needed
- You’d rather get things done than complain. You understand the importance of proposing solutions for any obstacle in your way.

Compensation Package: Salary is negotiable; commensurate with experience.

All employees are offered a full benefits package including health, dental, vision insurance, 403b matching after one year, pre-tax TransitChek, flexible spending account, short and long-term disability and life insurance. But that’s not all -- OneTablers get paid time off and all the Jewish holidays off. Our office is funky and fun and full of other start-up folks (some even have cold brew on tap).

Location: OneTable Hubs preferred: San Francisco, LA, Denver, Chicago, DC, Atlanta, Boston, or New York City

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

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.