

**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. For more information: [onetable.org](https://onetable.org).

Over the past several months the world in which OneTable operates has changed, and OneTable has shifted along with it, innovating to increase access to Shabbat for all Jewish young adults seeking connection and community in the midst of a global crisis. Participation is 80% higher than pre-COVID - and this position will be integral to sustaining this growth.

## **POSITION OVERVIEW:**

OneTable seeks a motivated and experienced Major Gifts Officer. Reporting to the Vice President, Development and Expansion, the Major Gifts Officer will cultivate, solicit, and steward donors, focusing on four and five-figure gifts. Collaborating within a fast-paced, growing organization, the Major Gifts Officer will develop multiple strategies for cultivation and solicitation, as well as design and implement a major gift program to deepen and diversify philanthropic support for OneTable.

The Major Gifts Officer will engage a growing donor base, inspiring new and renewed gifts and involvement to support Jewish young adults by giving to OneTable. The Major Gifts Officer 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**

### **Individual Giving and Stewardship (60%)**

- Identify, develop, and maintain a personal portfolio of major donors through cultivation, direct solicitations, and stewardship.
- 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.
- Meet monthly and quarterly benchmarks and goals, based on activity with prospects and donors and dollars raised, with the goal of raising at least \$400,000 annually in 2021 (future goals to be set in collaboration with head of development and Board).
- Organize compelling funder briefings (Zoom, written, and visual) in collaboration with the marketing and development teams.
- Work with the development and data teams to screen and prepare profiles of current and prospective donors.
- Track and report progress in Salesforce using specific metrics.

### **Major Donor and Development Strategy (40%)**

- Design and implement an effective major gift donor program, including setting goals and strategies to expand, cultivate, solicit, and steward the donor base.
- Work with the development and data teams to refine research, data entry, and acknowledgment processes as needed.
- Assist the CEO, Board, and staff with their portfolios and solicitations (e.g. provide portfolio development support, strategic thought partnership, and help with donor communications).

**Key Attributes/Skill Set:**

- Must have a minimum of five years of nonprofit fundraising experience, including 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 DonorSearch).
- 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 50% within the US (once travel is deemed safe), and to work some evenings (including Fridays) and weekend hours.

**Compensation:**

Compensation for this role starts at \$100,000 if you have 5+ years of conducting independent solicitations of four figure gifts and higher. If you have significantly more experience, let's talk.

All employees are offered a full benefits package including:

- Health vision insurance - medical, dental and vision insurance currently through Aetna; OneTable pays 85% of the healthcare premium for each employee and 50% of the premium for dependents
- Paid time off, including all Jewish holidays
- 403b with a 5% matching after 13 months
- Pre-tax commuter benefits, flexible spending account, short and long-term disability and life insurance
- Additional support during COVID-19: monthly pulse surveys, funds for building home office, staff happy hour trivia, check-out time during busy weeks, etc.
- Professional development and Jewish learning opportunities

**Location:** The position is remote with a preference for candidates in Los Angeles, the Northern California Bay Area or Denver. We will also consider candidates from other locations, including OneTable's major markets.

*NOTE: Due to the COVID-19 crisis, the OneTable team is currently working remotely - resources to set up a home office will be provided.*

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**To Apply:**

[Click](#) to submit your cover letter, resume and salary expectations. Any questions can be directed to [ellen@intogreatmanagement.com](mailto:ellen@intogreatmanagement.com)

**Application Process:**

- Review of applications will begin immediately and continue on a rolling basis until the position is filled.
- Applicants that move forward to the first round screening will have an interview with a member of our recruiting partner: IntoGreat Management Partners
- Applicants that move forward from a first-round interview will have a second-round interview with the Vice President, Development and Expansion and an additional member of the development or Executive Team
- Applicants moved to the final round will be asked to speak with our CEO and a Board member
- References will be requested before the final round interview

**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, 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, alienage or citizenship 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.