

ONETABLE // Institutional Giving Officer

About OneTable:

OneTable invites people in their 20s and 30s to connect: to each other, to Jewish ritual, and to community, while building a Shabbat practice that feels personal and long lasting. The organization was founded in 2014, and addresses two concerning trends disproportionately affecting young adults: 1) **dissociation from Judaism** (36% of those between 30-49 describe themselves as having “no religion;” 41% under the age of 30 say the same from the 2021 Pew Study) and 2) an **epidemic of loneliness**, isolation, and addiction to technology (more than half of millennials viewed themselves as lonely *even before COVID-19* from the UCLA Loneliness Study).

While remaining rooted in the ancient and powerful wisdom of Shabbat, our technology platform – think AirBnB for Shabbat – matches hosts with resources and helps guests find community. OneTable is a dynamic and nimble organization that raises \$6.5 million to serve 50,000+ young adults across the US each year. For more information: onetable.org.

JOB DESCRIPTION:

The Institutional Giving Officer will play a pivotal role in OneTable’s development efforts, shaping strategy and messaging, and ensuring the long-term success and impact of OneTable in the Jewish community. Responsible for the oversight and management of all aspects of OneTable’s Institutional giving strategy and execution. Working as an integral member of the development team, core responsibilities include maintaining and adapting the annual foundation relations calendar, drafting and coordinating all aspects of grant reports and proposals, and building a pipeline of prospective supporters to expand our funding base.

Responsibilities:

Grants Writing and Grants Management (65%)

- Build and maintain an annual internal calendar of grant proposals, report deadlines, and other touchpoints.
- Maintain a portfolio of 50-60 institutional donors ensuring effective cultivation, solicitation, and stewardship strategies.
- Write and submit effective 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 all materials needed for funder communications.
- Communicate early and often with the Vice President, Development and Expansion, and CEO, as appropriate, about upcoming submissions, setting up preparatory meetings as needed.
- Join the Vice President, Development and Expansion, and CEO 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.

Research, Prospecting and Administration (25%)

- 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.
- 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.

Supervision (10%)

- Directly supervise and support Development and Research Manager
- Supervise development consultants (grant writers) as necessary ensuring deadlines are met and the quality of work meets OneTable's standards.

Key Attributes/Skill Set:

- 5+ years of proven success in grant proposal and report writing
- Prior supervisory experience 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 and determined, and able to set and reach goals. You will need to be ambitious, able to pivot and think creatively on the spot
- 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 DonorSearch)
- Sophisticated understanding of the Jewish communal philanthropic landscape in the US
- Passion for OneTable's mission - and a deep interest in Shabbat

Compensation:

\$80,000 - \$90,000, 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 for all the Jewish holidays. We value and invest in professional development and growth.

Location: The position is remote (US Based) however, office space is available upon request

To Apply:

[Click](#) to submit your cover letter, resume and salary expectations. Any questions can be directed to 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 for a writing sample
- References will be requested before the final round interview

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 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, 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.