



575 3rd Street, NW
Washington, D.C. 20001
202-789-0900
CapitalJewishMuseum.org

DIRECTOR OF DEVELOPMENT

Position Description

Position: Director of Development
Organization: Capital Jewish Museum
Department: Development
Reports to: Executive Director

The Lillian and Albert Small [Capital Jewish Museum](#) seeks a seasoned fundraiser and leader to work closely with the Executive Director, Board, and our small but mighty professional team to move the Museum forward at this exciting critical juncture. The newest addition to the cultural landscape of DC, we are completing the building and exhibitions and preparing to open to the public in late Spring 2023.

The incumbent will close out a successful Capital Campaign (there remain some significant naming opportunities) and transition the organization to a comprehensive fundraising strategy and program, creating an intentional culture of philanthropy among board and staff.

Duties and Responsibilities

- Oversee all fundraising activity—Major Gifts, Membership and Annual Giving, Institutional Giving (Foundations, Corporate, and Government), Event fundraising, Endowment and Planned Giving, and Donor cultivation and stewardship
- Identify, cultivate, solicit, and steward a personal portfolio of 120+ principal and major donors, as well as driving executive director's and board members' fundraising activity
- Lead Inaugural Membership program with outside contract/vendor and manage Membership Coordinator/database manager
- Manage donor communications from solicitations to acknowledgments and regular engagement
- Strategize and implement Institutional Giving program and manage part-time grant writer
- Participate as active member of senior management team, helping to oversee policy and priorities for the organization

Skills, Abilities and Qualifications

- Eight+ years in increasingly responsible fundraising positions. Proven success in non-profit development in the metro Washington, DC area required
- Experience, comfort, and demonstrated success in cultivation, solicitation, closing, and stewardship of six- and seven-figure gifts
- Passion for the mission of the Museum
- Impeccable professional accountability, discretion, and diplomacy
- Flexibility and resiliency
- Excellent and persuasive written and oral communication skills



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About the Capital Jewish Museum

The Capital Jewish Museum is a new Jewish history and culture museum under construction (and nearly complete) located at 3rd and F St. NW, Washington, DC, just a block from the National Building Museum, and short walk from Union Station. The Museum will open our doors to the public in late spring 2023. The mission of the Capital Jewish Museum is to inspire audiences to Connect, Reflect, and Act— [Connect](#) across families and communities, [Reflect](#) on the relevance of history to today, and [Act](#) on behalf of their communities and values.

Salary and Benefits

Salary commensurate with experience within the range of \$125-\$150K. The Capital Jewish Museum offers a generous vacation schedule, and benefits package that includes health insurance (employer pays 75% of employee), Metro Stipend, Life Insurance, and a 403b retirement account with a 3% employer match after a vestment period.

To Apply

Interested applicants are asked to please forward a resume and cover letter in a single PDF to info@capitaljewishmuseum.org. Please put in the subject line DoD/your name.

Offer of employment contingent upon a pre-employment background check and proof of vaccination against COVID-19.

We value a diverse workforce and an inclusive culture. CJM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.