



Charlotte Jewish Preschool

Job Description: Development Manager

ABOUT US

Charlotte Jewish Preschool (CJP) is a Jewish early childhood education program and a joint venture of Temple Beth El, Temple Israel, and the Levine Jewish Community Center, located on Shalom Park in Charlotte, North Carolina. CJP provides a nurturing, Reggio Emilia-inspired, Jewish learning environment where children, families, and educators thrive in a warm, inclusive community. Our mission is to provide young children with a secure and loving atmosphere in which to grow, develop a positive self-image, and learn the joy of Jewish life.

Job Title	Development Manager
Reports To	Executive Director
Supervises	None
FLSA Status	Exempt, full-time, year-round
Location	On-site in Charlotte, NC or Hybrid
Salary Range	\$65,000-\$75,000 based on education and experience

PRIMARY RESPONSIBILITIES

- Develop tracking and reporting system for all fundraising activities
- Support Executive Director and Board of Directors in major gift portfolio stewardship and engagement
- Create and manage overall development calendar
- Coordinate annual development planning process with strategies and tactics for each discrete fundraising activity
- Coordinate marketing and communication related to development; assist senior leadership with crafting overall marketing messages and content
- Implement systems in support of development efforts including donor services (donor acknowledgement, recognition and stewardship)
- Work with the Executive Director, the Development Committee, and other members of the Board of Directors to identify donors who have both the interest and the capacity to make significant gifts in support of org.
- Conduct prospect research including donor profile development and communication systems for tracking new funder prospects
- Execute donor participation strategies focusing on increasing donor participation for donors under \$1,000 with a specific emphasis in increasing the number of new of monthly recurring donor

ESSENTIAL JOB FUNCTIONS

- Assess, design and implement overall development operations and systems strategy. This includes, but is not limited to:
 - a. Overall donor (current and potential) pipeline and portfolio management, tracking and review process
 - b. Prepare donor briefing materials and follow-up correspondence for the Executive Director and Board
 - c. Maintain accurate, timely, and confidential donor, prospect, grant, and stewardship records in CJP's donor relationship management system
 - d. Attend and support donor cultivation, solicitation, stewardship, and site-visit meetings. Independently steward and solicit an assigned portfolio

- e. Develop and execute annual fund, recurring giving, campaign, and donor-retention strategies with clear participation and revenue goals
- f. Funder dossier preparation for Executive Director and lay leadership
- g. Data systems integration and management pertaining to development
- h. Internal reporting measuring fundraising pace and progress towards goals for each discrete section of the overall campaign plan
- i. External reporting for funders, and the CJP Board of Directors
- j. Manage the full grant lifecycle: maintain a proactive grants calendar; serve as the primary funder contact.
- k. Partner with Director of Finance to reconcile gifts, pledges, restricted funds, grants, and receivables
- l. Use email marketing, digital giving, and communications platforms to support fundraising campaigns, donor stewardship, event promotion, and grant communications

Success Measures

Success in this position will be measured by the Development Manager's ability to build and sustain a disciplined, relationship-centered development function in partnership with the Executive Director and Board VP Development. Measures include:

- Establishing and maintaining accurate donor, prospect, pledge, grant, and stewardship records in CJP's donor relationship management system.
- Creating and maintaining a campaign and development calendar, prospect pipeline, and regular reporting process that allows leadership and the Board to understand fundraising progress, next steps, and outstanding needs.
- Supporting progress toward campaign, annual fund, grant, recurring giving, and donor-retention goals established annually with the Executive Director and VP Development.
- Identifying, researching, and qualifying prospective donors, funders, and grant opportunities, with clear next-step strategies for priority prospects.
- Preparing high-quality donor materials, briefing documents, proposals, acknowledgments, stewardship communications, and grant applications and reports on schedule.
- Coordinating and supporting a defined number of donor cultivation, solicitation, stewardship, and site-visit meetings each quarter.
- Increasing donor engagement through timely acknowledgments, meaningful stewardship, recurring-giving outreach, and re-engagement of lapsed or inactive donors.
- Building an effective working partnership with the Executive Director, VP Development, Development Committee, and other lay leaders that results in clear ownership of donor relationships and follow-up.

QUALIFICATIONS

- A Bachelor's degree in a liberal arts or business field is required
- A minimum of 3-5 years of proven success in development, with a particular focus on planning and coordination. An equivalent combination of education and experience will be considered
- Grant writing and reporting experience
- Documentation of tuberculin-free condition and provide health statement/physical exam
- Successful completion of NCDHHS criminal background check



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- CPR and First-Aid certified, or be able to obtain certification within 6 months of employment

SPECIAL SKILLS AND ABILITIES:

- Must be a self-starter, motivated to independently identify and seek answers to questions and issues that arise; creative and able to “think outside the box”
- Demonstrated proficiency with donor relationship management or fundraising databases such as DonorPerfect or a comparable system
- Experience using email marketing, digital communication, and online giving platforms such as Constant Contact, Canva, Givebutter or comparable tools
- Proficiency with general office and productivity software (e.g., Microsoft Office or Google Workspace)
- Strong data-management skills
- Proven ability to develop and maintain strong relationships with staff, donors, volunteers and other stakeholders
- Excellent interpersonal communication skills, both verbal and written
- Strong public speaking skills
- Ability to work in a team environment and interact professionally with colleagues
- Familiarity and comfort with Jewish communal life and Jewish calendar is a plus

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate to loud.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

COMPENSATION AND BENEFITS

- Salary range: \$65,000-\$75,000 based on education and experience
- This is an FLSA exempt, full-time position, year-round.
- Life insurance included
- Eligible for medical, dental, and vision insurance
- Continuing education reimbursement program.
- 401(K) plan, paid time off and paid holidays, bonus eligible

EQUAL OPPORTUNITY EMPLOYER

Charlotte Jewish Preschool (CJP) is an equal opportunity employer and is committed to providing a workplace free from unlawful discrimination and harassment. Employment decisions are made based on qualifications, performance, and organizational needs, without regard to race, color, religion, national origin, ethnicity, age, sex, sexual orientation, gender identity, marital status,

pregnancy, genetic information, disability, veteran status, or any other characteristic protected by applicable law.

HOW TO APPLY

Email your resume and cover letter to Executive Director Becca Green at becca.green@charlottejewishpreschool.org