



DEVELOPMENT DIRECTOR JOB DESCRIPTION

PURPOSE:

The Gordon JCC is seeking a passionate and strategic Development Director to lead our fundraising efforts and ensure the long-term sustainability of our programs and community impact. This role is central to advancing our mission by building meaningful donor relationships, securing philanthropic support, and executing a comprehensive fundraising strategy across individual giving, events, grants, and sponsorships.

As a key partner to the Executive Director, Board, and leadership team, the Development Director will not only meet annual fundraising goals but also cultivate a culture of philanthropy that engages donors, members, and the broader community.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in nonprofit management, business, communications, or related field (preferred, not mandatory).
- 5+ years of progressive fundraising/development experience in a nonprofit setting.
- Demonstrated success in individual giving, major gifts, grants, and event-based fundraising.
- Strong written and verbal communication skills, with grant writing experience preferred. Excellent relationship-builder with the ability to engage donors, volunteers, and stakeholders.
- Familiarity with donor management systems (CRM).
- Highly organized, deadline-driven, and comfortable balancing multiple projects.
- A passion for working as part of a broader team of professionals dedicated to enhancing Jewish community life in Nashville.
- An understanding of, or willingness to learn about, Jewish community and culture.
- Ability to lift up to 50 pounds.
- Ability to stay alert while sitting, standing, or walking for various lengths of time.
- Ability to work occasional nights and weekends.

DUTIES & RESPONSIBILITIES:

- Design and manage a multi-channel annual fundraising plan with clear goals.
- Partner with Finance to track and report progress against fundraising benchmarks.
- Partner with the Executive Director on major donor cultivation and stewardship.
- Manage relationships with mid-level and smaller donors, ensuring strong engagement and retention. Lead the annual appeal and donor recognition initiatives.
- Plan donor appreciation events and maintain accurate donor records.
- Research, write, and submit compelling grant proposals to foundations, corporations, and government agencies.
- Manage grants calendar, ensuring timely applications and reports.
- Lead planning and execution of Big Night Out gala and other key fundraising events.
- Secure sponsors and donors while collaborating with program and marketing teams to maximize impact.
- Partner with staff to integrate fundraising opportunities into additional events.
- Meet or exceed annual fundraising goals by source (individuals, grants, events, sponsorships).
- Expand and retain the donor base year over year.
- Deliver high-quality, well-attended fundraising events.
- Submit grant applications and reports in a timely manner.
- Establish strong, positive relationships with members and donors.

The Gordon JCC is more than a community center — it's a place where people come together to connect, grow, and celebrate. As Development Director, you'll play a pivotal role in ensuring our mission thrives, our programs expand, and our members feel supported in a vibrant, inclusive community.

JOB TYPE:

Full-time

BENEFITS:

Health, Vision and Dental coverage available

Life Insurance

403(b) with match

Health Savings Account

Paid Time Off (PTO) and Paid Holidays

Employee Program Discounts/ Professional Development Opportunities