



Congregation Emanu El

Director of Development

About Congregation Emanu El

For more than 80 years, Congregation Emanu El has grown into one of Houston's most vibrant congregations, and is currently its largest Reform synagogue, serving approximately 1,600 families. Our community is dedicated to spiritual life, inclusive community, lifelong Jewish learning, and social justice.

Congregation Emanu El has an annual budget of approximately \$10 million and a separate \$25 million endowment. Our operating budget is funded through a combination of annual membership dues, tuition income from our schools, and revenue from our endowment. With the recent completion of a \$21M capital campaign, Congregation Emanu El is entering an exciting new phase as a community. The success of our capital campaign demonstrated Emanu El's longstanding culture of generosity, and our leadership now seeks to build on that momentum to continue to advance philanthropy as a strong revenue stream to support the congregation's mission and programs.

Position Overview

Congregation Emanu El seeks a strategic and hands-on Director of Development to build and strengthen the program. A member of the Emanu El's senior leadership team, and reporting to the Senior Rabbi, the Director of Development will have the opportunity to build a philanthropy program grounded in Jewish values and industry best practices.

Key Responsibilities

- Build and implement a comprehensive development plan designed to maximize immediate fundraising potential and grow philanthropy over time.
- Assess and strengthen Emanu El's fundraising infrastructure, including processes, systems, personnel, and technology to support a high-growth philanthropy program.
- Establish and pursue annual fundraising goals, in partnership with the synagogue's Senior Rabbi and Executive Director, to support Emanu El's operating budget and special initiatives.
- Coordinate closely with the Director of Membership Engagement and the members of our Finance staff to ensure a seamless experience for our members.
- Manage a prioritized portfolio of philanthropists with capacity and interest to make major gifts of \$25k and up.

- Manage and coordinate a gift solicitation effort that includes direct solicitation as well as support for the Senior Rabbi and other clergy and lay leaders in their solicitation efforts. Collaborate with these and other departmental leaders to identify potential donors and coordinate meaningful engagement and stewardship.
- Identify and cultivate prospects for planned gifts.
- Track annual fundraising performance using clear metrics, including philanthropic dollars committed, number of proposals or requests submitted, and number of personal visits to qualify, cultivate, solicit, and steward donors.
- Engage with members and other supporters through Emanu El's donor circles (e.g. enhanced giving tiers, Rabbi's Circle, Friends of Music at Emanu El, and others).
- Execute a limited number of targeted appeals that align with the congregation's culture.
- Manage the Advancement Committee and facilitate volunteer involvement in prospect identification, cultivation, solicitation, and stewardship.
- Oversee donor events which will include occasional evening/weekend responsibilities.

Qualifications and Skills

- Minimum of seven years of experience in relationship-based fundraising
- Familiarity with Jewish communal life
- Solid track record of direct solicitation with individual donors
- Knowledgeable about information management in philanthropy contexts
- Strategic thinker who can execute with excellence
- Exceptional relationship-builder
- Excellent writer and compelling verbal communicator
- Collaborative work style
- Strong attention to detail and organizational skills
- Proficient in Microsoft Office applications

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