



4700 N Ravenswood Ave, Suite B
Chicago, IL 60640
(847) 212-8777

info@KahalAbroad.org

 KAHAL: Your Jewish Home Abroad
  @KahalAbroad

Development Manager

[KAHAL: Your Jewish Home Abroad](#) seeks a dynamic and entrepreneurial individual with a passion for resource development and Jewish enrichment for the role of Development Manager. This role provides a unique opportunity for an emerging organizational leader to expand and implement KAHAL's resource development strategy, working in tandem with KAHAL's Executive Director, of Directors, and Associate Board of Directors (Young Professional Board).

The Development Manager is critical to KAHAL's growth and to the success of our mission: to create transformational Jewish experiences for study abroad students. The Development Manager reports directly to the Executive Director and will work with him/her to establish specific goals and evaluate progress on an ongoing basis. The position carries with it phenomenal growth potential and the opportunity for long-term employment.

What we're about:

KAHAL creates and facilitates transformational Jewish experiences for study abroad students. A robust resource and structured support network, KAHAL works with local communities in more than 50 countries and 100 cities around the world, providing Jewish study abroad students the resources, tools, and personal connections they need to meaningfully engage with local Jewish communities, augment their transformative abroad experience, and deepen their connection to the global Jewish people. Since its founding in 2013, KAHAL has connected more than 4500 Jewish students to immersive Jewish experiences during their life-changing time abroad. By incorporating Jewish experiences and choices into this transformative environment, KAHAL measurably increases students' attachment to the global Jewish people and increases the likelihood of their long-term Jewish choices.

KAHAL is a graduate of the Core18 Leaders Lab program, a member of the Upstart Accelerator program, and a member of the 2016 and 2017 Slingshot Guides to the Jewish world's most innovative organizations. Learn more at www.KahalAbroad.org

This position will be based in Chicago, Illinois. KAHAL's international headquarters are located at SketchPad, Chicago's Jewish innovation space. SketchPad is located in the Ravenswood neighborhood of the city's near-north side and is easily accessible by public transportation (CTA and Metra) and by car (parking passes provided). Relocation assistance is negotiable for those currently residing outside of the Chicagoland metropolitan area.

What you'll bring to the job:

- Entrepreneurial instincts and interest in human-centered design;
- Growth mindset and commitment to personal and professional development;
- Bachelor's degree and 4+ years of relevant professional experience meeting goals through varied revenue streams;
- Accomplished organizational skills related to fundraising or sales, project management, event planning, and time management;
- A commitment to organizational efficiency, including best practices in database management, employee empowerment, project management, and time management.
- **All KAHAL employees are required to hold an intermediate certification in Microsoft Excel.** Employees and recruits who do not possess this will be required, at KAHAL's expense, to undergo Excel training before beginning work;
- Prior experience making direct, personal asks from individual donors of varying giving capacities;
- Prior experience working with donor database client-relationship-management (CRM) systems. KAHAL utilizes NEON.
- Excellent interpersonal skills and an ability to effectively communicate with a variety of stakeholders from varying backgrounds;
- Comfort with frequent remote meetings across time zones using video calling platforms;
- A serious work ethic, sense of humor, and willingness to take risks and learn from unexpected situations;
- Willingness to travel and employ flexible hours necessary to complete tasks;
- A commitment to pluralism and a comfort with your own Jewish identity to act as a role model and mentor for emerging Jewish adults.

Entrepreneurial instinct and talent will be considered above field experience. As a rapidly-expanding organization, KAHAL is seeking leaders who are interested in growing alongside the organization.

What you'll own and how you'll grow:

Existing Donor and Database Management (20%)

- Manage relationships with KAHAL's current donors, in partnership with the Executive Director;
- Manage and maintain accuracy of donor database, identifying, troubleshooting, and ensuring accurate and up-to-date donor information;
- Prepare donor correspondence and ensure IRS compliance;
- Design and maintain a workflow-driven donor communications calendar.

Board Support (15%)

- Coordinate the fiduciary responsibilities of KAHAL's Associate Board. Attend quarterly meetings of KAHAL's Associate Board of Directors;
- Oversee all alumni cultivation and stewardship efforts, in conjunction with KAHAL's Associate Board and student volunteers;
- Support the Executive Director in coordinating the fiduciary responsibilities of the Board of Directors;
- Attend and assist in the coordination of quarterly meetings of KAHAL's Board of Directors;

Prospect Research and Cultivation (50%)

- Conduct prospect research and identify individual donor prospects;
- Manage outreach and initial cultivation of gift prospects;
- Recruit for and manage relationships with members of KAHAL's Parent Council;
- Design and implement KAHAL's parent donor cultivation strategy, in conjunction with members of the Parent Council;
- Identify prospects for program underwriting and broad-based sponsorship packages. This work will involve grant opportunity sourcing and drafting of directed-grant proposals;
- Coordinate prospect meetings for the Executive Director and attend meetings with new major gift prospects.

Business Development and Earned Revenue Generation (5%)

- Design new strategies for earned revenue generation, such as referral fees, advertisements, corporate sponsorships, and contract fees;
- Identify and cultivate new prospects for earned revenue generation;

General Responsibilities (10%)

- Travel occasionally to coordinate KAHAL's development efforts and ensure operational efficiency;
- Participate in weekly all staff meetings;
- Participate in regular supervision meetings with the Executive Director;
- Participate in weekly staff meetings, staff learning sessions, and ongoing Jewish learning and professional development opportunities;
- Maintain current job descriptions and organizational chart and review with the Executive Director on an annual basis.

What you'll get out of it:

The salary for this position is competitive and commensurate with experience. Please send your salary expectations with your application when applying. Performance bonuses are available, but not guaranteed. In addition, KAHAL's provides employees with a range of benefits, including:

- Unlimited paid-time-off (PTO);
- Flexible work hours;
- World-class health insurance through Blue Cross Blue Shield of Illinois (PPO, HMO, or HSA).

In addition, the Development Manager will receive:

- Great professional development, mentoring, and skill-building opportunities. KAHAL is committed to investing in employee growth, with a generous professional development budget for each employee each year;
- Travel frequently domestically to expand KAHAL's donor networks;
- Strong entrepreneurial experience and comprehensive education in human-centered design.

This position requires flexible hours needed to complete job requirements, including some evenings, weekends, and holidays. One can expect to travel 5-8 days per month on average for this position.