

Job Title: Director of Development Operations
Industry: Internet/Online/Media
Benefits: 403B, Health, Dental/Vision
Schedule: Fulltime, Monday-Friday
Job Location: Remote
Salary: \$85-\$105K, with annual bonus opportunity

70 Faces Media, the largest and most diverse Jewish digital media company in North America, is seeking an energetic and collaborative person to join the team as **Director of Development Operations**. This is an important position for someone eager to play a pivotal role in propelling individual giving forward at an exciting time for the organization. The Director of Development Operations will be instrumental in helping the team build out a major gift pipeline and achieve ambitious revenue goals.

Who You Are:

- You're organized and reliable.
- You're a motivated self-starter, and you don't need reminders to get the job done.
- You're an excellent verbal and written communicator.
- You're a skilled researcher, and you love data.
- You're comfortable interacting with board members, donors, and staff across levels at an organization.
- You're excited by 70 Faces Media and eager to join a team of collaborative, mission-driven colleagues.

Job Responsibilities:

- Lead out the development of prospects flowing through our 7,000+ grassroots donors and those of our board members to build a major gift pipeline; conduct prospect research, determine which prospects and donors to prioritize for outreach, and develop other prospect pipelines.
- Work with VP of Development and CEO to map out departmental growth over the next 1-4 years.
- Collaborate with VP of Development and others to ensure all major donors are effectively cultivated and stewarded, including crafting individual prospect strategy and larger donor communications.
- Develop major gift proposals and stewardship reports for individual prospects and donors.
- Plan, organize, and execute cultivation and stewardship events, partnering with VP of Development, other 70 Faces Media staff, and board members as appropriate; attend events, as needed.
- Support VP of Development with KPI reporting to the board, committees, and other constituents by building dashboards, tracking prospect and donor growth over time, and more.
- Serve as a forward-facing board liaison, attending board meetings and working with board members to identify prospects throughout the year.
- Manage Nominations & Governance Committee meeting preparation, execution, attendance, meeting minutes, follow-up, and candidate onboarding, and maintain board candidate list.
- In partnership with Development Coordinator, assist in the planning, execution, and follow-up from board meetings, including preparation of materials and attendance at meetings.
- Plan events and communications around the Strategic Plan rollout in partnership with the CEO and VP of Development; attend events, as needed.
- Become proficient in our CRM database and other organizational systems, and serve as the primary contact for staff within and outside the development team.

Desired Skills and Experience:

- Excellent interpersonal, verbal, written, and digital communication skills
- Detail-oriented and effective time management skills
- Ability to multitask and manage multiple projects and priorities
- Self-starter and independent worker, while also being a team player
- Integrity to handle confidential materials

About 70 Faces Media:

70 Faces Media is the largest and most diverse Jewish digital media company in North America. Through our expanding portfolio of brands, products, and events, we serve as the digital connective tissue of the Jewish community, meeting people where they are and providing them pathways to deepen knowledge, connection, belonging, and meaning. Our six brands – the Jewish Telegraphic Agency, My Jewish Learning, Kveller, Hey Alma, The Nosh, and the New York Jewish Week – educate, engage, and connect people to Jewish knowledge and Jewish community, seeing a combined 5M+ average monthly page views to their websites and serving 400,000+ regular email subscribers. This is a time of momentum for 70 Faces Media, which is increasingly viewed as being on the forefront of creating infrastructure for Jewish engagement online, and adopting innovative content and marketing strategies for reaching diverse audiences. This dynamic, fast-paced organization now employs a 45-person team, with scores of freelance contributors across North America and around the world.

We Encourage You to Apply:

At 70 Faces Media, we value diversity, and we encourage all to apply. We do not discriminate on the basis of race, religion, color, gender expression or identity, sexual orientation, national origin, citizenship, age, marital status, veteran status, disability status, or any other characteristic protected by law.

How to Apply:

To apply for this position, please send a resume and cover letter to devjobs@70facesmedia.org with “Director of Development Operations” in the subject line.