Position Title: Philanthropy Officer
Reports to: Executive Director
FLSA Status: Full time **-** Exempt
Compensation: $75,000 - $82,000 plus benefits: • Medical (Base plan): 100% employer paid for employees; 50% employer paid for dependents • Dental, vision: 50% employer paid for employees and dependents • Life and disability insurance: 100% employer paid • Paid Time Off: 3 weeks • Holidays: 8 National holidays + 13 Jewish holidays • 403B plan: starts with 3% employer contribution

Application instructions:
Send an email with a **resume and cover letter** to Talor Blustin, Director of Philanthropy and Foundation and Incoming Executive Director (January 1, 2027), at talorb@adath.net. Applications considered as they are received. Posting closes on October 30, 2026.

WHO WE ARE

Adath Jeshurun Congregation is a vibrant Jewish community of more than 900 households, ranging in ages from 0 to 105 years old. Founded in Minneapolis in 1884, Adath is the oldest affiliate of the United Synagogue of Conservative Judaism west of Chicago.

Together, we are building a Culture of Philanthropy - where helping our community explore their generosity is the shared responsibility of staff, volunteers, leaders, and partners working together to strengthen Jewish life and community.

More information: www.adathjeshurun.org

JOB OVERVIEW

The Philanthropy Officer is a relationship-focused fundraising professional who builds and strengthens philanthropic relationships across Adath Jeshurun Congregation and the Adath Foundation. Managing a portfolio of current, prospective, and legacy/endowment donors, the Philanthropy Officer guides them through discovery, cultivation, solicitation, and stewardship—connecting donors' interests and values to opportunities that support Adath's mission and build a lasting legacy.

Reporting to the Executive Director and working closely with clergy, staff, and lay leaders, the Philanthropy Officer strengthens Adath's annual, endowment, legacy, and broader philanthropic

pipeline. The role maintains donor data to identify and qualify major and transformational giving opportunities, and advances Adath's Culture of Philanthropy so donors experience one coordinated, relationship-centered approach to giving.

Success means a growing pipeline of engaged donors, stronger annual and long-term support, and relationships thoughtfully stewarded across generations—where philanthropy becomes part of belonging at Adath, and generosity is understood as a meaningful way for members to invest in the community they love.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Donor Engagement & Philanthropic Growth — 70%

- Manage and grow a portfolio of up to 150 current and prospective donors, developing individualized strategies that deepen relationships and move donors through discovery, cultivation, solicitation, stewardship, and renewal.
- Lead solicitations within the assigned portfolio, connecting donors' interests, values, and desired impact with opportunities across annual, major, endowment, legacy, campaign, sponsorship, and other philanthropic giving.
- Serve as the primary relationship manager for legacy and endowment stakeholders and donors, developing a deep understanding of their motivations and philanthropic goals, and creating opportunities for both immediate and lasting impact at Adath.
- Build and actively manage a pipeline of prospective donors, identifying opportunities to increase engagement and giving, and qualifying and transitioning major and transformational prospects to the Executive Director as appropriate.
- Partner with the Development Operations & Annual Fund Manager to identify Annual Fund donors with potential for deeper philanthropic engagement and develop appropriate cultivation strategies for those within the Philanthropy Officer's portfolio.
- Regularly review portfolio strategy and movement with the Executive Director and prepare clergy, staff, and lay leaders to participate effectively in donor cultivation, solicitation, stewardship, and recognition.
- Ensure donor intent, interests, and philanthropic goals remain central to the donor relationship while creating opportunities for donors to deepen their connection to Adath through generosity, volunteerism, leadership, and community engagement.

CRM, Donor Data & Impact Reporting — 20%

- Establish and maintain CRM standards and development processes that ensure donor information is accurate, consistent, accessible, and useful for relationship management and fundraising strategy.

- Ensure meaningful donor information - including relationships, interests, engagement, philanthropic priorities, interactions, solicitations, and next steps - is appropriately captured and used to strengthen donor strategy and moves management.
- Build and maintain development dashboards and reporting that measure annual giving, retention, acquisition, donor upgrades, portfolio and pipeline movement, campaign performance, endowment and legacy activity, and other key fundraising indicators.
- Analyze donor and fundraising data to identify trends, opportunities, risks, prospective donors, and actionable strategies for philanthropic growth.
- Use data and analysis to inform donor segmentation, portfolio strategy, prospect identification, stewardship planning, and recommendations to the Executive Director and Development Operations & Annual Fund Manager.
- Continually improve development systems, workflows, technology, documentation, and role clarity in partnership with the Development Operations & Annual Fund Manager to strengthen both fundraising effectiveness and the donor experience.

Collaboration & Culture of Philanthropy — 10%

- In partnership with the Executive Director, clergy, staff, and lay leaders, advance a Culture of Philanthropy in which generosity, gratitude, stewardship, hospitality, and relationship-building are shared responsibilities across Adath.
- Equip clergy, staff, and lay leaders with donor context, strategy, and preparation to participate meaningfully in cultivation, solicitation, stewardship, gratitude, and donor engagement.
- Support Adath's Culture of Philanthropy/Belonging Committee and Foundation Board through meeting planning, philanthropy strategy, donor engagement planning, and meaningful opportunities for lay leaders to participate in relationship-building and stewardship.
- Strengthen coordination across Adath so donors experience their relationship with the Congregation, Foundation, clergy, staff, and lay leadership as one cohesive philanthropic partnership.
- Model ethical, donor-centered fundraising practices that honor donor intent, confidentiality, relationships, and the long-term interests of Adath and its community.

Shared Cultural Duties and Responsibilities

- Actively support the principles of the Conservative Judaism Movement.
- Actively support the Congregation’s commitment to diversity, equity, inclusion, access, racial justice, and antiracism. Conduct all activities with a high degree of cultural competency.
- Maintain effective, collaborative working relationships with colleagues, clergy, lay leaders, and community partners.

- Articulate Adath's desired image and position when representing the Congregation to internal and external audiences.
- Contribute to building a cohesive, respectful, responsive, and productive staff environment that demonstrates the Congregation's values and mission.
- Actively participate in all-staff meetings, trainings, and other meetings as requested.

Minimum Requirements

- Four years of experience in fundraising, donor relations, nonprofit advancement, membership engagement, or a related field.
- Experience in managing a portfolio and successfully building relationships with donors, volunteers, members, clients, or community stakeholders.
- Experience managing multiple projects, relationships, and priorities.
- Strong verbal and written communication skills.
- Experience using CRM, donor database, or comparable relationship-tracking systems.
- Knowledge of Jewish communal life or a willingness to learn.

Preferred Experience

- 5+ years fundraising experience which includes experience with major gifts, legacy giving, faith-based fundraising, or foundation relations.
- Expertise is using CRM and technology to improve business processes.
- Experience working with boards, committees, or volunteer leaders.

Key Attributes

- Relationship-oriented and naturally curious about people.
- Organized, dependable, and detail-oriented.
- Strong relationship management skills and ability to cultivate funders and prospects
- A strong listener who values collaboration.
- Committed to ethical fundraising practices and donor stewardship.
- Able to work effectively with donors, staff, clergy, volunteers, and community leaders.

In addition to job-specific knowledge and skills, all employees are expected to demonstrate Adath's staff covenant values of:

- Jewish-driven ideals
- Communication that is direct, honest, kind, and reflects *tzelem elohim*, the Divine image in each of us; mutual respect
- Listening through relationships; hearing each other
- Serving our community and making connections

- Generosity and integrity
- Respectful disagreement
- Accountability: when we commit to something, we do it to the best of our ability
- Teamwork, adaptability, creativity, mindfulness, and openness
- Laugher with each other
- Shared understandings that make us stronger

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The physical demands described here represent those that an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.
- While performing the duties of this position, the employee is regularly required to speak, hear, and see. Specific vision abilities this position requires include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.
- The employee uses hands or fingers to handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, work in an office environment, work in a seated position, and work with computers.
- This job may require both in-state and out-of-state travel with advanced notice. The employee must be able to transport themselves and attend off-site meetings and activities. The employee must occasionally lift and move up to 35 pounds.