



**Contact:** Sam Hoenig, [shoenig@negev.org](mailto:shoenig@negev.org), 216-346-2474

**Position Type:** Full-time, on-site

**Location:** Cleveland, Ohio

The Negev Foundation supports the development of Israel's Negev desert communities. The Foundation funds quality of life and capital projects for economic, medical, cultural, and educational Negev organizations. Additional information is at [www.negev.org](http://www.negev.org) and [www.ohioisrael.org](http://www.ohioisrael.org).

In collaboration with the President, this person will engage donors through seasonal individual giving campaigns, prospect research, and board development. This individual will actively manage a donor portfolio, qualify new donors, make discovery calls, and build a pool of new prospects and past donors.

Identifying new potential funding sources, presentations, and preparing projects the Foundation is involved in within Israel's Negev desert and the Ohio-Israel Ag & CleanTech Initiative (OIACI).

### **Position Responsibilities**

Successful job applicants will be able to perform these functions:

- Maintain donor relationships, reengage lapsed donors, and engage new donors
- Develop, direct, and implement strategies to solicit mid-level donors through personal visits, email, direct mail, and telephone contact.
- Develop and execute a robust discovery program with processes and procedures.
- Articulate the value of supporting the institution's goals, mission, and priority programs like the annual fund.
- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization.
- Demonstrate a proficient ability to conduct donor research, prospect, and drive ongoing development efforts.
- Produce reports and data to drive streamlined communication internally and with the board.
- Respond to inquiries and donor communications.
- Manage relationships with the Board and cultivate prospective Board Members; increase participation and involvement with fundraising efforts.
- Execute complete direct marketing activities: arranging lists, data, and formatting for mass emails, social media, appeals, phone-a-thons, texting, etc.
- Craft and produce fundraising materials, communications, acknowledgments, and recognition.

- In conjunction with the President and the Board, develop fundraising goals and objectives that satisfy the needs of current projects, foundation expansion, and sustainability.
- Help with public relations, including writing press releases and expanding awareness of the Foundation through various channels.
- Working with the Director of OIACI, support researching agriculture, water, and cleantech issues and businesses (ohioisrael.org).
- Assist in identifying opportunities for business attraction and collaborative R&D in Israel and Ohio agriculture, food, and water, and present those opportunities to the appropriate parties.
- Maintain and grow the OIACI's database of agriculture, food, and water companies in Israel and Ohio.
- Coordinate OIACI programs such as Professional Development Missions.
- Schedule in-person meetings with Ohio and Israeli agriculture, food, and water companies.
- Work closely with other members of the Jewish community, the Jewish Federation, and other organizations to bolster local support for the development of the Negev.
- Ensure that an annual report is prepared for the Board of Directors for approval at a meeting time determined by the foundation's President.
- Develop and coordinate website updates and other social media platforms.
- Monitor news articles and professional publications to maintain up-to-date knowledge of trends and events in the philanthropic community, emphasizing Jewish philanthropy.

### **Requirements**

- Bachelor's degree or higher in Nonprofit Administration, Organizational Leadership, Business Administration, Communications, or other fields relevant to this position.
- Minimum of 3 years experience in the nonprofit sector, communication, or business administration.
- Excellent writing and editing skills.
- Proficiency with Microsoft Office, CRM databases, and Outlook; comfortable learning new computer applications and working with cloud-based systems.
- Ability to multitask, effectively delegate, and work within a small team.
- Verbal and written fluency in English. Knowledge of Hebrew is desired but not required.

### **Benefits**

Paid holidays, sick days, generous paid time off, medical insurance, 401(k), and relocation stipend.

### **Salary**

\$55,000 - \$70,000