



CAREER OPPORTUNITY

Chief Development Officer

Brooklyn, NY | Full-Time, Exempt, In-Person

Position: Chief Development Officer
Reports To: Executive Director
Direct Reports: Development Associate
Schedule: Full-Time, Exempt, In-Person
Location: Brooklyn, NY

ABOUT US

Congregation Beth Elohim (CBE) is one of the largest and most vibrant Reform Jewish congregations in Brooklyn, with a rich history dating back to 1861. Located on Garfield Place in the heart of Park Slope, CBE is home to approximately 1,400 member households — a diverse community of multi-generational families, young professionals, interfaith families, and those exploring Jewish life for the first time. Through worship, learning, social justice, and community-building, CBE creates meaningful Jewish experiences that strengthen our members and the broader community.

CBE's reach extends well beyond worship. Our Early Childhood Center (ECC) serves over 240 children across two locations — the largest enrollment in our history — and our Yachad youth education program serves close to 600 students.

ABOUT THE ROLE

The Chief Development Officer (CDO) is a new senior executive role that is responsible for shaping CBE's philanthropic vision and advancing the congregation's long-term financial sustainability. As a member of the senior leadership team, the CDO partners with the Executive Director, Senior Rabbi, clergy, lay leadership, and the Board of Trustees to execute a comprehensive development strategy — spanning annual giving, major gifts, planned-giving, the Spring Fundraiser, and a transformational 8 figure capital campaign to renovate CBE's Garfield Place campus.

The capital campaign is the CDO's defining priority. Leading it end-to-end — from case-for-support development through public launch, solicitation, and stewardship. The success of this campaign will reshape CBE's physical home and create the infrastructure for the next generation of Reform Jewish life in Brooklyn. The CDO also inherits a strong philanthropic foundation: over 567 individual donors and a marquee Spring Fundraiser generating nearly \$400,000 annually.

The ideal candidate is a seasoned fundraiser with proven success leading capital campaigns, closing transformational gifts, and building high-performing teams. They are a strategic thinker, exceptional relationship-builder, and skilled communicator who engages donors, clergy, and lay leaders with warmth and professionalism.

SCOPE AT A GLANCE

- Capital Campaign: Eight figure renovation of CBE's Garfield Place campus — the CDO's flagship priority
- 1,400+ member households
- \$800,000+ raised in FY 2025–26 annual support fundraising
- Spring Fundraiser: ~\$400,000 raised annually
- Early Childhood Center: 239 students enrolled — largest in CBE's history
- Yachad youth education: 555 students enrolled — record enrollment
- CBE extends its reach well beyond Park Slope, helping members from all over the borough

WORK SCHEDULE & LOCATION

CBE operates on the following schedule. The core hours are 9:00 AM–6:00 PM, Tuesday–Friday; evenings and weekends are required for events, donor cultivation, and religious observances. Employees are expected to work a 40-hour week each week. Candidates must reside within commutable distance of Brooklyn, NY, and the position is in-person at CBE, not remote.

KEY RESPONSIBILITIES

Strategic Leadership

- Set the vision, strategy, and multi-year roadmap for all development efforts, aligned with CBE's mission, strategic plan, and financial goals.
- Serve on the senior leadership team; partner with the Executive Director, Senior Rabbi, and Board to align fundraising with institutional priorities.
- Establish, monitor, and continuously improve short- and long-range development goals, policies, and operating procedures.
- Provide fundraising guidance to clergy, staff, lay leaders, and volunteers across the CBE community.

Capital Campaign Leadership (Flagship Priority)

- Lead CBE's 8-figure capital campaign as chief architect, lead solicitor, and public face — in close partnership with the Executive Director, Senior Rabbi, Board, and campaign volunteer leadership.
- Identify, cultivate, and personally solicit lead and principal gifts; build a robust pipeline across the membership and beyond.
- Recruit, train, and support campaign cabinets and volunteer solicitors with tools, briefings, and stewardship strategies.
- Oversee campaign communications, donor reporting, pledge management, and coordination with the broader renovation project.

Fundraising Programs

- Oversee all development efforts: annual fund, major gifts, planned-giving, capital campaign, endowment, grants, and project-specific fundraising — including community initiatives such as the annual fundraising activities.
- Partner with lay leadership to grow revenue and refresh the donor experience year over year.
- Personally manage a portfolio of major gift prospects through the full cultivation, solicitation, and stewardship cycle.
- Build and grow CBE's planned-giving program, including Legacy Society stewardship and bequest cultivation.
- Meet annual budget goals; monitor performance and adjust strategy as needed.

Donor Engagement & Stewardship

- Oversee prospect identification, cultivation, solicitation, and stewardship — including donor events, trips, and personalized engagement plans — across annual, planned-giving, capital, and endowment programs.
- Manage CBE's donor recognition program, including events, plaques, and naming opportunities.
- Work closely with clergy to cultivate new prospects and deepen giving through personalized outreach.
- Partner with the Directors of Membership and Engagement to develop a holistic view of member donors and identify future CBE leaders; develop profiles for the nominating committee.

Marketing & Communications

- Design marketing and communications strategies for the Annual Appeal, planned-giving, and project-specific fundraising with the CBE marketing and communications team.
- Collaborate with the marketing and communications team on print, email, web, and social media to advance development goals.
- Write and oversee solicitation letters, campaign materials, and donor communications that reflect CBE's voice and values.

Team Leadership & Operations

- Lead, manage and mentor the development team, including the Development Officer (annual fund and day-to-day operations) and Development Assistant (gift entry, acknowledgments, and administrative support); foster a culture of collaboration, accountability, and learning.
- Manage the Development Committee in close partnership with the Development Chair.
- Oversee development operations: CRM/database management, gift processing, acknowledgment letters, and tax correspondence; partner with finance to ensure accuracy and integrity.
- Maintain naming and gift acceptance policies; ensure compliance with procedures governing restricted funds.
- Develop and manage the department's expense budget.
- Use data and analytics to evaluate effectiveness, identify trends, and report to the Board and Executive Director.
- Perform other duties as assigned at the direction of the Executive Director.

QUALIFICATIONS

- Bachelor's degree required; advanced degree or CFRE certification preferred.
- Minimum 15 years of progressive development experience, with at least 5 years in a senior leadership role overseeing teams and multi-channel programs.

- Demonstrated track record of personally closing six- and seven-figure gifts, including principal gifts of \$1M+.
- Proven success in a senior role in a multi-million-dollar capital campaign (8 figure+ preferred).
- Demonstrated success growing planned giving programs and major gifts initiatives.
- Experience at a synagogue, Jewish nonprofit, or faith-based organization strongly preferred; familiarity with Reform Jewish values a plus.
- Proficiency in Microsoft Office, Google Workspace, and CRM/donor databases (e.g., Raiser's Edge, Salesforce, Shul Cloud); ability to learn new platforms quickly.

CORE COMPETENCIES

- Visionary and strategic leadership; ability to translate vision into operational plans and measurable results
- Exceptional written, verbal, and presentation communication skills
- Strong interpersonal skills; ability to engage authentically with donors, clergy, lay leaders, and staff at all levels
- Creative and innovative approach to donor engagement and fundraising strategy
- Effective project management; ability to manage multiple priorities simultaneously and meet critical deadlines
- Takes initiative, motivates others, and inspires shared ownership of goals
- Sound judgment and discretion, especially with confidential donor information
- Data-driven mindset; strong analytical skills with careful attention to detail
- Collaborative, cross-departmental orientation with a customer-service mindset

SALARY & BENEFITS

- Salary range: \$200,000–\$250,000, commensurate with experience
- Generous paid time off: vacation, holidays, sick and personal days, and parental leave
- Comprehensive medical, dental, and vision insurance
- Retirement plan
- Short-term disability, long-term disability, and life insurance

APPLICATION REQUIREMENTS

Please submit a resume and cover letter to resumes@cbebk.org. Your cover letter should demonstrate relevant skills and experience and articulate your interest in this role and in CBE.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

CBE does not unlawfully discriminate in employment opportunities or practices on the basis of race, color, religion, sex/gender (including gender identity), creed, sexual orientation, marital status, pregnancy, ethnicity, national origin, ancestry, age, disability, alienage/citizenship status, arrest or conviction record, partnership status, familial status, military service, status as a victim of domestic violence, stalking, or sex offenses, veteran status, genetic predisposition or carrier status, or any other characteristic protected by applicable law. Employment decisions are made on the basis of qualifications, abilities, and merit.