



Development Manager OR Director of Annual Giving

Full-time, preference for Boston-based but will consider remote candidates

About Mayyim Hayyim

[Mayyim Hayyim Living Waters Community Mikveh and Paula Brody & Family Education Center](#) is a vibrant center for spirituality and learning at the forefront of Jewish ritual innovation and pluralism. We're making the ancient Jewish practice of mikveh (ritual immersion) more open and accessible to the full spectrum of the contemporary Jewish community. In addition to operating a community mikveh in Boston, we're bringing engaging, experiential educational programs to individuals and organizations across the country, and building the burgeoning field of Open Mikveh by supporting mikveh projects around the world.

About the role

Mayyim Hayyim is seeking a fundraising professional who will be critical to the success of our [strategic plan](#), which re-positions Mayyim Hayyim as a national organization and seeks to scale our growth. This role will develop and implement a comprehensive fundraising strategy to support our annual campaign which currently raises \$600,000+ total from new and existing donors. They will work with the board and senior staff to support major gifts fundraising and grant proposals as needed. Being successful in this role means building off the accomplishments of Mayyim Hayyim' current annual campaign, executing new campaigns and fundraising programs, and growing and diversifying Mayyim Hayyim's donor pool.

About you

You're a natural relationship-builder and networker. You're a go-getter who figures out on your own what work is needed. At the same time, you're collaborative and know how to manage multiple people all having a stake in your projects. You're creative, solutions-oriented, and a fantastic writer/editor. You enjoy a balance of behind-the-scenes work and getting out there in the community. You're detail-oriented and always find (and care about) the typo. You feel comfortable working with, instructing, or editing board members, constituents, and staff members who may be senior to you. You seek out opportunities and aren't afraid to try new tactics or make changes, and you turn "failure" into learning.

Mayyim Hayyim explicitly seeks to build a diverse staff and candidates from communities who have been marginalized are particularly encouraged to apply.

About your team

You'll be joining a [growing staff](#) of 8. We work hard and set high expectations for ourselves, but we love to laugh with each other (sometimes we're pretty irreverent) and bring our whole selves to work. We celebrate joyous occasions and take care of each other when times get tough. We care about making the Jewish world more accessible and inclusive.



You'll report to the Chief Operations and Advancement Officer. You'll be our second team member with significant fundraising responsibilities and the fifth member of our Operations team. You will also work closely with our CEO and Board of Directors. If you're successful in your role, growth opportunities await.

About the process

To apply, please submit a cover letter and resume (PDF only) to jobs@mayyimhayyim.org.

We will accept applications on a rolling basis. Candidates who we are initially interested in will schedule a short, 15-20 minute phone screen. Those who move on will schedule an hour-long Zoom interview. Both will take place with the Chief Operations and Advancement Officer. Candidates will then have a final interview with our CEO and select Development Committee lay leaders, and will be asked to complete a short set of tasks (less than 30 minutes; you will not be asked to produce original work) and to provide references. Please note that our hiring process is not necessarily linear; we may not contact you immediately but we commit to responding to all candidates during the process.

The Details

Job Responsibilities may include:

- Co-creating (with senior staff) and executing annual fundraising strategy to raise \$600,000+ alongside senior staff and board partners. Campaign work may include, but is not limited to:
 - Producing mail and digital appeals, from writing copy to list building
 - Managing up the portfolios of senior staff and board members
 - Soliciting a personal portfolio of donors
 - Managing benefits and cultivation events and liaising with vendors
 - Prospect research
 - Evaluating data
- Serving as a staff liaison to the development committee and providing regular reports to the board
- Working with program and communications staff on fundraising communications
- Working with administrative staff to ensure donations are properly coded and donors are promptly and appropriately acknowledged
- Overseeing pledge follow-up and fulfillment
- Supporting senior staff on grant applications and other fundraising projects
- Other tasks as needed



Essential skills/qualifications (must-haves):

- Demonstrated success in a relational role such as fundraising, community engagement, organizing, or other relationship-building role
- Experience with CRMs/databases or similar software/programs
- Experience managing volunteers/lay leaders
- Ability to maintain confidentiality with sensitive information
- Passion for Mayyim Hayyim's mission
- Understanding of the North American Jewish community

Preferred skills/qualifications (nice-to-haves)

- 1-5 years' experience in non-profit fundraising
- Experience at an organization that underwent expansion or scaling
- Specific experience with Salesforce

Compensation

The salary range for the Manager role is \$55,000 - \$65,000, with additional flexibility for those with greater experience interested in a Director-level role. The salary, title, and level of responsibilities will be offered commensurate with experience.

Benefits include:

- Health care plans for individuals, couples, and families, including FSA and DCFS options
- Progressive vacation beginning with 2 weeks and up to 4 weeks by your fourth year on staff
- 4 personal days and 8 sick days, with the ability to roll over up to 5 sick days per year
- 7 federal/state holidays off, plus all Jewish holidays, flexible leave early for Shabbat policies
- Up to 12 weeks paid parental leave, based on length of tenure
- Fully covered short-term disability and life insurance

Location

This position is preferably located in the greater Boston area, although we will consider remote applicants located in the United States. Mayyim Hayyim is not able to sponsor work visas at this time. Boston-based applicants will be considered part of the local staff and participate in our hybrid work model where local staff are currently working on-site at least one day per week (Thursdays). Staff offices are up 1-2 flights of stairs. If remote, the position will be expected to travel to Boston on a regular basis to participate in donor meetings, major organizational events, and staff development retreats (assuming public health conditions allow).

Mayyim Hayyim employees must be fully vaccinated for COVID-19, with allowances for medical exemptions. [Click here to learn about our current COVID-19 protocols.](#)