

Major Gifts Manager

Part-time position (25 hours/week); On-site in Newton, MA (Greater Boston area)

About Mayyim Hayyim

[Mayyim Hayyim Living Waters Community Mikveh and Paula Brody & Family Education Center](#) is a vibrant hub of spirituality and learning at the forefront of Jewish ritual innovation and pluralism. For nearly twenty-five years we have made 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 and education center in Boston, we bring engaging, experiential educational programs to individuals and organizations across the country and expand the field of Open Mikveh by supporting mikveh projects around the world.

About the role

The Major Gifts Manager will function as the primary Development professional at Mayyim Hayyim and serve as a strategic partner to the Chief Executive Officer. They will help develop and implement Mayyim Hayyim's fundraising strategy, with a particular focus on the major gift pipeline. The Manager will work side-by-side with the CEO and board of directors to create donor portfolios and stewardship plans, managing and operationalizing the entire giving cycle. They will guide the CEO and board to steward and solicit donors. They will work with the full Mayyim Hayyim staff, to support a culture of philanthropy and general development efforts. As needed, they will collaborate on communications, annual giving, capital and endowment giving, events, and special projects.

The Major Gifts Manager reports to the Chief Executive Officer

About you

You're a natural storyteller and relationship-builder, able to articulate organizational impact with clarity and passion. You are well-connected in the Boston Jewish philanthropic community, especially among younger and mid-gen donors. Your strengths include seeing creative ways to reach prospects and identifying organic points of connection. As a self-starter, you work efficiently and independently, but you also thrive in a collaborative environment with multiple stakeholders. You're able to turn big ideas into actionable steps and possess the confidence needed to work with, instruct, and "manage up" with the board, staff, and volunteers. With an entrepreneurial spirit, you aren't afraid to experiment and learn. Finally, you find genuine joy in connecting people to causes they care about.

About the Mayyim Hayyim team

You'll be joining a staff of 4 full-time employees, two rabbinic interns and a cadre of volunteers. You will be the Development professional in a team that is keenly focused on revenue growth.

We work hard and smart; we are collaborative, mission-aligned, and business-oriented. We set high expectations, practice gratitude, and bring our whole selves to work. We celebrate joyous occasions and take care of each other through difficult times. We care about making the Jewish world more accessible and inclusive, and are proud that Mayyim Hayyim helps lead this charge.

The Details

Job responsibilities may include:

Major Gifts Management (80%)

- Co-create with the CEO an annual and multi-year strategy for cultivating, soliciting, and stewarding new and returning major donors (gifts of \$5,000+)
- Execute and operationalize a major gifts strategy, including but not limited to:
 - Build portfolios and donor profiles through prospect research
 - Prepare the CEO and volunteer leadership for solicitations and tracking donor stewardship
 - Develop individualized moves management plans and support their implementation
 - Collaborate with administrative staff to ensure accurate record-keeping and management of financial and donor data
 - As appropriate within part-time parameters, build and maintain a portfolio of individual donors and prospects - establishing and maintaining strong personal relationships through cultivation, solicitation, and stewardship

General Fundraising Support (20%)

- Use Salesforce (CRM) to pull reports, segment lists and create campaigns, and maintain clean and accurate donor records
- Serve as a staff liaison to the Development Committee and providing regular reports to the board
- Collaborate across the Mayyim Hayyim staff and board on annual giving appeals, communications, grants, capital and endowment giving, events, and special projects
- Other tasks as needed

Qualifications

Essential Skills/Qualifications (must-haves):

- 5+ years' successful experience in non-profit major gift fundraising or a related field, with an emphasis on donor relations, annual campaign work or similar skills
- Experience with CRMs/databases, Salesforce preferred
- Excellent communication, interpersonal, and writing skills
- Strong organizational skills and attention to detail
- Ability to maintain confidentiality with sensitive information
- Passion for Mayyim Hayyim's mission

Preferred Skills/Qualifications (nice-to-haves)

- Understanding of the Boston-area Jewish community
- Experience managing and supporting volunteers/lay leaders
- Fundraising experience at a Boston-area Jewish organization
- Experience using new technologies in service of development

Mayyim Hayyim explicitly seeks to build a diverse staff and candidates from communities who have been marginalized are particularly encouraged to apply. Mayyim Hayyim is not able to sponsor work visas at this time.



Compensation

The salary range for this part-time position is \$50,000 - \$65,000. The exact salary and title offered will be commensurate with experience.

This role is expected to require 25 hours per week. At this time, part-time employees are not eligible for benefits. With success and if the person prefers, it is possible but not guaranteed that this role could transform into a full-time role.

Location & Hours

Mayyim Hayyim is located at 1838 Washington Street in Newton, MA, on the shared campus with Hebrew College and Temple Reyim. Free parking is available, and we are located .3 miles from the Woodland MBTA train station.

The Major Gifts Manager is an in-person, on-site role with some opportunity for remote work. This position requires occasional weekend and evening work for events. Staff offices are up 1-2 flights of stairs.

About the process

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

Applications are accepted on a rolling basis and will be reviewed upon submission. If we proceed with your application, we will schedule a 15-20 minute screening phone call. Those who move to the next stage will schedule an hour-long Zoom interview. Both will take place with the Chief Executive Officer. Candidates will then have a final interview with our staff and select lay leaders from Mayyim Hayyim's Development Committee. The final step will be to complete a short set of tasks and to provide professional 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.

