



Donor Services Manager

Organization: Chabad on Campus International

Location: Remote; Eastern time zone preferred

Position Type: Full-Time

About Chabad on Campus International (COCI):

Chabad on Campus International is at the forefront of Jewish life on campus, supporting the sustainability and success of the 360+ Chabad Houses serving 890+ campuses: championing robust Jewish life and learning on college campuses around the world. Together with Chabad House Directors, we seek a future where every Jewish student has a deeper affinity, connection, and understanding of their faith, heritage, and identity.

Based in Brooklyn, New York, COCI has a team of over 30 dedicated individuals and an annual operating budget of \$20M. Given COCI's mission of promoting a campus life where Jewish identity and Jewish pride can thrive in all circumstances, we are investing in a strategic growth initiative to be able to significantly increase our impact, which is needed more than ever during these volatile times for Jewish students on campus.

Position Overview

Chabad on Campus International (COCI) is seeking a Donor Services Manager to create and execute a donor prospect research and engagement program for the COCI development team to maximize involvement and align donor interests with organizational priorities.

Reporting directly to the VP of Development, the Donor Services Manager will also serve as the liaison between the Executive Team and the COCI Advisory Board.

The ideal candidate has prior experience working with boards and major donors and is proactive, self-motivated, and ready to thrive in a fast-paced environment.

Primary Responsibilities:

Research and Engagement



- Conduct comprehensive prospect research to identify and assess potential donors, analyzing their capacity and inclination to support Chabad on Campus International.
- Provide insights and recommendations to the development team to determine the best approach for donor engagement.
- Develop and implement a donor journey plan and engagement calendar for the advisory board and major donors, incorporating regular communication, program participation, and stewardship events.
- Set individual engagement goals for fundraisers, providing regular updates and recommendations as necessary.
- Collaborate with team members to ensure a cohesive approach to donor stewardship and relationship management.

Advisory Board Management

- Liaise between the Executive Team and the COCI Advisory Board.
- Develop and manage the master calendar for advisory board events and meetings, including preparing notices, agendas, materials, and minutes as needed.
- Oversee logistics for all advisory board meetings and retreats.
- Coordinate advisory board tasks, engagement activities, as well as major donor stewardship events
- Document processes and procedures related to advisory board roles, duties, and responsibilities as required.
- Other duties as assigned.

Preferred Qualifications:

- Bachelor's degree in a relevant field plus six years of experience
- Experience working with boards and major donors
- Excellent organizational skills with meticulous attention to detail
- Strong verbal and written communication skills
- Ability to work strategically and collaboratively across the organization

Compensation: \$100K to \$120K depending on experience.

To apply: Please click [here](#) to submit your cover letter, resume and salary expectations.