



Donor Relations Coordinator

Organization: Chabad on Campus International

Location: Based in Brooklyn, NY. Office or Remote.

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 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 Relations Coordinator to cultivate and strengthen relationships with small to mid-tier donors and re-engage lapsed supporters. This role involves personalized outreach, strategic prospecting, and in-person meetings to inspire increased giving and further support the organization's mission. The ideal candidate will have 1-2 years of experience in donor cultivation or relationship management, preferably in a nonprofit setting, with strong communication skills and a deep understanding of best practices for building long-term donor relationships.

Position Responsibilities

Donor Cultivation

- Develop and strengthen relationships with small to mid-tier donors through personalized and meaningful interactions.
- Conduct thank-you phone calls and craft handwritten, tailored personal messages to express appreciation and build rapport.
- Identify opportunities for further engagement, encouraging increased giving levels until reaching their capacity or transitioning them to a higher donor tier.

Prospecting

- Research and identify prospective donors by assessing their philanthropic interests, giving capacity, and connections to the organization.
- Leverage existing donor relationships to facilitate introductions.
- Analyze donor data and trends to pinpoint high-potential prospects.

Lapsed Donor Engagement



- Design and implement a systematic approach for lapsed donors, identifying reasons for disengagement and crafting tailored strategies for re-engagement.
- Establish a re-engagement pipeline to rebuild relationships and restore donor loyalty.

In-Person Donor Meetings

- Schedule and conduct in-person meetings with donors, focusing on individuals with higher giving capacity.
- Prepare for meetings, presenting well-researched proposals for initiatives that align with the donor's interests.
- Communicate the impact of the organization, aiming to inspire increased support.

Knowledge, Skills, and Experience

- 1-2 years experience in donor cultivation, fundraising, or relationship management, preferably in a nonprofit or development role.
- Strong understanding of donor relations and the donor cultivation process, including best practices for building and maintaining long-term relationships.
- Familiarity with philanthropic trends, fundraising principles, and donor segmentation.
- Exceptional interpersonal and communication skills, with the ability to connect with individuals from diverse backgrounds and build trust.
- Knowledge of CRM tools and donor databases for tracking engagement.
- Software and systems skills; fluent in Google Suites
- Organizational skills to manage multiple donor relationships, track progress, and meet deadlines effectively.
- A professional and approachable demeanor with a genuine passion for the organization's mission.
- Willingness to travel for in-person meetings and donor events as required.

Benefits

- Generous paid time off schedule
- Paid training
- Health insurance
- Dental and vision insurance
- Retirement plan
- Flexible spending accounts
- Paid parental and family leave
- Bereavement leave
- Short-term and long-term disability coverage

Compensation: \$60,000 to \$75,000 plus benefits, depending on experience.

Apply

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

We look forward to achieving great things together!