Director of Donor Stewardship and Engagement

**Position Summary:**

The Director of Stewardship and Donor Engagement is responsible for implementing, enhancing, and managing the donor experience at AFMDA through donor stewardship efforts. This position works with all departments of AFMDA and is a key member of the development team, reporting to the CEO.

**Major Responsibilities:**

**Donor Stewardship:**

- Working with Marketing and the Database Manager, identify donor segments and prepare and maintain donor journeys to increase engagement and higher giving.
- Implement, manage and enhance major donor giving levels (stewardship program), ensuring that donor level perquisites are meaningful and delivered as required.
- Oversee ambulance sponsor stewardship program, including the creation and distribution of semi-annual reports and program perquisites.
- Prepare reports for all restricted gifts and oversee distribution of reports as required.
- Prepare and determine dissemination of annual reports to donors for major capital projects, including the Jerusalem Station, the Marcus Center, AFMDA stations and future capital projects.
- Update financial acknowledgement letters regularly so that they reflect current events, holidays, and crisis events

**Qualifications:**

Bachelor’s Degree required, preferably in Marketing, English, Liberal Arts or Business. Minimum of 5 years experience managing and directing projects in a non-profit organization.

Proven skills in organizing complex projects, meeting deadlines, and excellent written and oral communication skills. Ability to work well with diverse groups across the organization as well as colleagues in Israel. Creativity and interest in presentation and materials design. Patience is a must. Knowledge of Microsoft Office Suite, Asana and Raiser’s Edge a plus.