



Development Manager

Full-time, Boston-based

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

The Development Manager will implement a comprehensive fundraising strategy to support our annual campaign which currently raises \$500,000+ total from new and existing donors, as well as our planned capital campaign and legacy giving campaign. They will work with the board and senior staff to support major gifts fundraising and grant proposals as needed. The Development Manager will coordinate all donor-related communication, both written and digital, as well as manage the creation of our first annual report. Being successful in this role means building off the accomplishments of Mayyim Hayyim's current annual campaign, executing new campaigns and fundraising programs, and growing and diversifying Mayyim Hayyim's donor pool.

About you

You're a natural fundraiser and networker. You work independently, figuring out what work is needed, but you thrive in a collaborative environment with multiple stakeholders. You're creative, solutions-oriented, and a fantastic writer/editor. You enjoy hosting events and making sure that everyone is having a good time. You enjoy a balance of behind-the-scenes work and getting out there in the community. You're detail-oriented and 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 staff of 5. We work hard and set high expectations for ourselves, but we love to laugh with each other 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 Executive Officer and work closely with the Board of Directors and Director of Administration. 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. Both will take place with the Chief Executive Officer. Candidates will then have a final interview with our staff and select Development Committee lay leaders; will be asked to complete a short set of tasks; 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 \$500,000+ 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
 - Producing our Annual Report
 - 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 fundraising, community engagement, organizing, or other relationship-building role
- Experience with CRMs/databases, Salesforce preferred
- 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 this position is \$62,000 - \$67,000. The salary and title will be offered commensurate with experience.

Benefits include:

- Health care plan covered at 100% for individuals
- 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
- Fully covered short-term disability and life insurance

Location

This position is located in Newton, MA and requires work to be completed at the office location. Occasional weekend and evening work required. Mayyim Hayyim is not able to sponsor work visas at this time. Staff offices are up 1-2 flights of stairs.



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.](#)