

**ORGANIZATION:** Park Avenue Synagogue  
**POSITION:** Director of Development  
**REPORTS TO:** Executive Director  
**LOCATION:** New York, NY  
**WEBSITE:** [pasyn.org](http://pasyn.org)  
**TO APPLY:** Please send resume and cover letter as one PDF to [PASDOD@pbrsearch.com](mailto:PASDOD@pbrsearch.com) with title format "Last Name First Name – Letter Resume".

## **BACKGROUND**

Park Avenue Synagogue (PAS) is a growing, dynamic, and thriving synagogue community with highly engaged clergy, congregants, staff, and board. Its mission is to inspire and educate people to live passion-filled Jewish lives. With origins dating back to 1882, PAS is one of the largest and most vibrant congregations in North America. Its 1,800 member families are actively involved in educational, prayer, and community activities through its recently renovated physical campus on Manhattan's Upper East Side as well as through its virtual campus. PAS was an early adopter of technology, which has enabled it to not only continue to thrive during COVID but also expand its reach beyond its New York-based membership. For example, during the most recent High Holidays, in addition to those members who attended in person, tens of thousands of non-members from around the world joined PAS for its meaningful, spiritual, and professional services and programming.

Rooted in Jewish tradition, PAS is a forward-thinking, innovative institution that values continuous improvement and holds a high standard for excellence. Its clergy and staff include more than 150 talented individuals who further Rabbi Cosgrove's vision centered around three core pillars: Learning, Community and Prayer. In addition to its many prayer services, life cycle events, leading role in liturgical music and cantorial concerts, PAS provides many lifelong learning opportunities through its young family programs, an early childhood center, a congregational school, and a wide range of teen, young adult, and adult education classes and programs including engaging in national thought-leading religious conversations. Its committed and supportive membership, combined with its strong financial position, uniquely positions PAS to both continue thriving in the current environment as well as lead the way in defining and capitalizing on transformative opportunities for the community's future.

PAS seeks a highly collaborative fundraiser to lead the synagogue's development efforts – in close partnership with the executive director, rabbis, board members, and colleagues across other departments – to further the impact of the organization.

## **POSITION**

PAS seeks an experienced fundraiser with both frontline and operational experience to lead the synagogue's development activities. The director will be able to speak and write persuasively about PAS's mission and impact, create and execute both strategic and tactical plans, be hands-on in managing a high volume of daily transactions, organize and oversee events, and build and manage an effective team of two full-time staff. The director will report to the executive director and collaborate closely with the chief of staff, and directors of finance, membership, and communications (among others) to ensure that PAS's fundraising goals are met, and the synagogue's programs are well-supported. The director will be responsible for annual fundraising initiatives that represent 25% of the total budget (with the rest being funded through membership dues and school tuition). In addition, there are many additional development initiatives being considered to support the existing and aspirational programming opportunities of the institution.

## **RESPONSIBILITIES**

- Oversee all aspects of the annual Kol Nidre appeal and Gala, including related events.

- Support, advise, and partner closely with the senior staff, clergy, and board members to make direct asks from donors/current PAS members. Help manage and leverage their time and efforts to yield productive results.
- Lead major gift solicitations, including preparing persuasive letters, presentations, and proposals, making pitches, closing gifts, and following up as necessary.
- Build and supervise a team of development professionals, which currently includes two full-time, direct reports. Lead with energy and a commitment to implementing a high-performance culture. Ensure progress toward individual and team goals.
- Build and nurture productive relationships that result in increased contributions and other ways for members to engage with and support the synagogue.
- Work closely with the executive director, clergy, board, chief of staff, and other leadership team members in communications, finance, and membership to design fundraising initiatives that support PAS's yearly targets as well as long-term plans.
- Oversee donor-related data management efforts. Deploy Salesforce to the fullest, most useful extent possible for day-to-day operations, reporting, and analysis purposes. Use a data-centered, evidence-based approach to make decisions about PAS's funding priorities and opportunities.

## **QUALIFICATIONS**

PAS is a highly collaborative environment that requires an energetic and savvy development professional who is passionate about being a leader in New York's Jewish community. The ideal candidate will have a service-oriented approach and a high level of emotional intelligence in order to build meaningful connections with PAS donors/members. The director of development will be comfortable supporting and directing others towards stated goals and building a robust fundraising vision in line with organizational strategies and objectives.

Specifically, the director of development will have:

- 7+ years of substantive work experience with increasing responsibility in non-profit fundraising.
- Track record and proven talent for stewarding major gifts and annual funds, as well as overseeing development operations and strategies.
- Previous experience working on a capital campaign and building a planned giving program.
- An ability to write and speak persuasively about PAS's mission and impact, based on a strong personal or professional connection to Jewish life and communities.
- Prior experience within a synagogue or membership model, a plus.
- An outcomes-focused, goal-centric orientation to fundraising.
- Strong analytical, organizational, and problem-solving skills.
- Acute attention to detail and follow-through.
- Ability to thrive in an interconnected ecosystem of staff and collaborate with a range of colleagues and departments.
- High emotional intelligence; strong leadership skills.
- Bachelor's degree required.
- Ability to work during the High Holidays, evening hours, and a limited number of weekends.
- PAS has adopted a COVID-19 vaccination policy to safeguard the health and well-being of its employees. As a condition of employment, employees are required to be vaccinated. The policy is subject to change due to the evolving circumstances of the pandemic.

## **COMPENSATION**

- \$170K - \$190K annually; compensation will be commensurate with candidate's experience, fundraising track record, and other qualifications.
- Benefits include participation in the synagogue's health insurance plan, health savings account, pension plan, 20 days annual vacation in addition to other paid leave.

*Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, PAS encourages you to apply. PAS is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, PAS will provide reasonable accommodations for qualified individuals with disabilities.*