



**Director of Development
Temple Sinai, Denver, Colo.**

About Temple Sinai

Temple Sinai is a warm, welcoming, and dynamic Reform synagogue of 900 families in Denver, Colorado. We strive to create a caring and inclusive congregation filled with meaningful experiences and relationships. We are in an exciting period of growth, with increasing membership and record levels of generosity from our community. Temple Sinai is in excellent financial health.

Position Summary

Temple Sinai is seeking a full-time Director of Development to join our senior staff team and lead all fundraising efforts for our vibrant Jewish community. This senior leadership role oversees major gifts strategy, annual giving, fundraising events, grant submissions, and stewardship programming. The ideal candidate is an experienced, self-starter, and collaborative professional who can achieve long-term fundraising goals while nurturing relationships within the congregation.

Major Duties & Responsibilities

Development & Donor Relations

- In collaboration with the Executive Director, clergy and volunteer leadership, develop and implement a strategic and comprehensive annual fundraising program, stewardship plan that engages donors and prospects of all levels across the congregation.
- Plan and implement the Annual Giving Campaign, including materials, solicitations, tracking, and donor recognition.
- Serve as lead for Temple Sinai's annual fundraising event, including concept, planning, volunteer coordination, sponsorships, donor engagement, and execution.
- Oversee donor recognition and stewardship programs, including Sinai Circle (Planned Giving Program).
- Maintain detailed tracking, reporting, and acknowledgment of all gifts, including personalized thank you letters, donor impact reports and other activities to maintain strong relationships.
- Produce annual and ongoing reports on congregational funds and summarize donor and prospect information for leadership.

- Identify, cultivate, and steward relationships with current and prospective donors, sponsors, foundations, and community partners.
- Identify and manage grant opportunities to increase funding.

Leadership & Administrative Duties

- Attend monthly Board meetings to report on and stay informed about lay leadership initiatives.
- Support the annual budgeting process in collaboration with the Director of Business Operations and Executive Director and Treasurer.
- Develop and manage the Development Department budget.
- Complete other assignments as needed to support the synagogue's success.
- Partner with Marketing Manager to develop marketing strategies and materials that enhance Temple Sinai's community presence.
- Foster a philanthropic mindset among Temple Sinai staff and leadership.

Qualifications

- Mission-driven passion and dedication to Judaic principles and the Jewish Community.
- Friendly, outgoing personality with excellent listening skills.
- Compassionate and comfortable engaging with a wide range of people.
- Strong organizational skills and attention to detail.
- Clear, courteous communication in writing, by phone, and in person.
- Independent thinker who thrives in a collaborative environment.
- Experience with budget creation and management.
- Discretion and tact in handling confidential information.
- Positive, proactive, and open to process improvements.
- Bachelor's degree or higher.
- Minimum of 5 years in a development or fundraising role (senior-level preferred).

Job Type: Full Time

Experience Level: Senior Staff Position

Education Level: Bachelor's Degree or Higher

Salary Range: \$100,000 – \$115,000 and includes a comprehensive benefits package

Congregation Size: 900 households

Annual Budget: \$4+ million

For additional information, contact Lisa Thorner