



Development Manager
United Hebrew Congregation, St. Louis, MO

Job Type: Part-time (30 hours per week, flexible schedule)

About Us:

United Hebrew Congregation (<https://www.unitedhebrew.org/>), established in 1837, is the first Jewish congregation west of the Mississippi River. As a vibrant Reform synagogue, we are committed to lifelong Jewish learning, inclusivity, spiritual connection, and Jewish community/peoplehood. Our congregation offers a rich array of programs, including worship services, educational opportunities, youth and family programs, music, social events, and community service initiatives. We strive to create a cohesive and seamless path for our students and their families from infancy through graduation and beyond.

Position Overview:

United Hebrew Congregation seeks a strategic, relationship-driven, and mission-aligned Development Manager. This individual will be integral in fostering a culture of philanthropy across the congregation and school community, bringing creativity, initiative, and a genuine passion for connecting donors' values with the mission of United Hebrew.

Reporting to the Executive Director, and in partnership with the Board of Trustees, the Development Manager will be responsible for leading a comprehensive fundraising program that supports the mission and strengthens the long-term sustainability of our congregation. Specific responsibilities include overseeing annual fundraising activities; managing a portfolio of individual donor solicitations and supporting clergy, staff, and board members with their assigned solicitations; implementing a planned giving program; conducting grant research; and stewarding donors.

Key Responsibilities:

Campaign Development & Management (50% of time)

- Create a comprehensive annual development plan – including fundraising goals, progress metrics, and strategies - in collaboration with the Development Chair and Executive Director.
- Oversee recruitment for the Development Committee and Planned Giving Committee/Task Force and serve as lead staff.
- Oversee and support all fundraising activities including the High Holy Day appeal, annual dinner; memorial book; and script program; among others.
- Oversee and support the activities outlined for UH's new Planned Giving program.
- Work with the Communications Manager to develop fundraising messages for appeal letters, the monthly newsletter, social media posts, and other marketing materials.
- In partnership with the Executive Director and Senior Rabbi, recruit and supervise congregant volunteers for cultivation, fundraising, and stewardship activities.
- Ensure proper recording and acknowledgement of both annual and bequest gifts in a timely manner. Create yearly endowment report for donors with restricted funds.
- Research and identify grant opportunities.

Major Gifts (30% of time)

- Carry a portfolio of 20-25 donors (for major gift and/or planned gift conversations).
- Support the Executive Director, Senior Rabbi, and Board members with their assigned donors by conducting research, creating donor profiles, and developing engagement strategies.

Donor Stewardship (20% of time)

- Plan and execute efforts to recognize and steward UH's Scroll of Honor donors and Legacy Circle members, including annual appreciation event, plaques, donor listings, recognition of life cycle events, etc.

Qualifications:

- Bachelor's degree or equivalent experience, with at least three years of successful fundraising experience (preferably with a religious institution).
- Demonstrated ability to build and sustain meaningful relationships with donors, volunteers, and colleagues.
- Exceptional written and verbal communication skills, with strong attention to detail and follow-through.
- Highly organized, able to manage multiple projects and deadlines while maintaining a positive, collaborative work style.
- Creative, flexible, and comfortable engaging with congregants and community members in a variety of settings.
- Proficient in Microsoft Office (Outlook, Word, PowerPoint) and experienced or eager to learn donor database/CRM systems and new technologies.
- Availability and willingness to work occasional evenings and weekends for events and donor engagement activities.

Salary Range: \$45,000-\$50,000

Additional Benefits (available if accepting the position at 30 hours/week):

- Health insurance: including medical with opt-in dental and vision coverage
- Paid time off (PTO) and family leave
- Synagogue membership
- Tuition benefits for early childhood and religious school programs

How to Apply:

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the role to Cori Neidenberg at cneidenberg@unitedhebrew.org. Applications will be reviewed on a rolling basis.

United Hebrew Congregation is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and applicants, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

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